

MINUTES

PERSONNEL

WEDNESDAY – AUGUST 12, 2026 – 12:00 P.M.

COUNCIL CHAMBERS, MUNICIPAL BUILDING

Members present: Chair Brigitte Schmidt, Robert Warren, and Tony O'Neill.

Others Attending: Mayor Katie Berman, Clerk-Treasurer Tammy Kasal, and Police Chief Derek Koronkiewicz.

Chair Schmidt called the meeting to order at 12:00 p.m.

Motion by Schmidt and seconded by Warren to approve the agenda. Motion carried 3/0.

Meeting Minutes:

Motion by Warren and seconded by O'Neill to approve the July 20, 2026 meeting minutes.

Motion carried 3/0.

Closed Session:

Motion by Schmidt and seconded by Warren to move into Closed Session per:

WI S.S. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility & WI S.S. (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for the purpose of:

- a. Police Department candidates for lieutenant and full-time officer opening
- b. Appointment of Wastewater Treatment Plant Lead Operator/Operator-in-Charge, effective upon the retirement of current Operator-in-Charge.
- c. DPW Director vacancy and Interim staffing.
- d. Contract with Teamsters Union Local 662.

Motion carried 3/0.

CLOSED SESSION 12:05 p.m. – 1:22 p.m.

Motion by Schmidt and seconded by Warren to move into Open Session. Motion carried 3/0.

Motion by Schmidt and seconded by Warren recommending Council approve hiring the Wastewater Treatment Plant Lead Operator/Operator-in-Charge candidate as discussed in Closed Session. Motion carried 3/0.

Motion by Schmidt and seconded by Warren to approve advertising for DPW Director. Motion carried 3/0.

Motion by Schmidt and seconded by Warren recommending Council approve paying a DPW interim rate of an additional \$2.00 per hour each to City employees Mark Madden, Rich Sparks, and Jason Stibbe. Motion carried 3/0.

Motion by Schmidt and seconded by Warren recommending Council approve Task Order No 2026-06 with Ruekert & Mielke, Inc. for interim DPW assistance. Motion carried 3/0.

Motion by Schmidt and seconded by Warren recommending Council approve the Authorization to Perform Professional Engineering Services with Cedar Corporation for interim DPW assistance. Motion carried 3/0.

Other Matters: None

Set future meeting(s):

The next Personnel meeting was scheduled for Monday, August 24, 2026 at 8:00 a.m.

Motion by Schmidt and seconded by Warren to adjourn at 1:35 p.m. Motion carried 3/0.

Tammy Kasal
Clerk-Treasurer

MINUTES

PERSONNEL

WEDNESDAY – AUGUST 24, 2026 – 8:00 A.M.

COUNCIL CHAMBERS, MUNICIPAL BUILDING

Members present: Chair Brigitte Schmidt, Robert Warren, and Tony O'Neill.

Others Attending: Mayor Katie Berman, Clerk-Treasurer Tammy Kasal, Police Chief Derek Koronkiewicz, and Teal Spellman-Cedar Corp.

Chair Schmidt called the meeting to order at 8:02 a.m.

Motion by Schmidt and seconded by Warren to approve the agenda. Motion carried 3/0.

Closed Session:

Motion by Schmidt and seconded by O'Neill to move into Closed Session per:

WI S.S. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of:

a. Interview for the Police Officer position.

Motion carried 3/0.

CLOSED SESSION 8:03 a.m. – 8:58 a.m.

Motion by Schmidt and seconded by Warren to move into Open Session. Motion carried 3/0.

Motion by Schmidt and seconded by O'Neill recommending Council approve hiring the Police Officer candidate as discussed in Closed Session. Motion carried 3/0.

Staffing needs, organizational structure, administrative support, and contracted professional services across City departments:

Mayor Berman requested the Committee consider reorganization and structure of departments and redistribution of duties. Currently department heads have a large workload, and additional support staff is needed. Discussion was held on moving the Parks Department under the Public Works Department and obtaining additional support staff for Public Works, Police, and Clerk-Treasurer Departments. The Parks & Recreation Director will be directed to complete a work time study. Holding a Committee of the Whole was considered to further discuss options.

Other Matters: None

Set future meeting(s):

The next Personnel meeting was scheduled for Monday, September 21, 2026 at 8:00 a.m.

Motion by Schmidt and seconded by Warren to adjourn at 9:37 a.m. Motion carried 3/0.

Tammy Kasal
Clerk-Treasurer

CITY OF PESHTIGO

Telephone 715-582-3041

331 French Street - Suite A - Peshtigo, WI 54157

Office of the Mayor



MEMO

To: Personnel Committee

From: Mayor Katie Berman

Date: June 2, 2026 ~ Follow-up September 22, 2026

Re: Proposed Employee Handbook Clarification Edits and Fire/Rescue Supplemental Handbook Update

The following proposed handbook edits are being brought forward for Personnel Committee review as cleanup and clarification items following recent position updates, department needs, and handbook implementation questions.

These proposed edits are intended to clarify current City practice, improve consistency in handbook language, and help ensure department heads and employees understand expectations related to safety apparel, City vehicle use, exempt and non-exempt employment status, required licenses and certifications, new hire onboarding, and consultation before significant personnel action.

These edits are not intended to reopen the full Employee Handbook. Rather, they are intended to address specific sections where additional clarification is needed.

Requested Action

I am asking the Personnel Committee to review the proposed handbook language and determine whether to recommend these specific edits to the Common Council for approval and inclusion in the City Employee Handbook.

If the Committee is comfortable with the proposed language, the edits may be forwarded to the Common Council for final approval. If additional legal, payroll, insurance, or administrative review is needed, the Committee may direct the Mayor, Clerk-Treasurer, and/or City Attorney to review the language before final Council consideration.

Note for Committee Review

Because the Police Chief vehicle assignment may involve take-home use, on-call response, insurance considerations, and possible payroll or tax reporting requirements, that language should be reviewed for consistency with City insurance coverage, payroll practices, and any applicable legal requirements before final approval.

Proposed Handbook Edits

Page 28 – Section 300 – Employment Categories

Insert at the end of Section 300

This would allow Section 300 to address both employment categories and employment-related qualifications or classifications.

Required Licenses, Certifications, Training, and Qualifications

Employees are responsible for maintaining any license, certification, training, qualification, or other credential required for their position, assigned duties, or continued employment with the City.

Employees must promptly notify their Department Head and/or the City if any required license, certification, training, qualification, or credential is suspended, revoked, expired, restricted, not renewed, or otherwise affected.

Failure to obtain or maintain a required license, certification, training, qualification, or credential may affect the employee's ability to perform assigned duties and may result in reassignment, removal from certain duties, disciplinary action, or other employment action, depending on the nature of the position and the requirement involved.

The City may require proof of current licenses, certifications, training, qualifications, or credentials at any time.

Exempt and Non-Exempt Status

In addition to employment categories such as full-time, part-time, temporary, or seasonal, employees are also classified as either exempt or non-exempt for purposes of wage and hour administration under the Fair Labor Standards Act and applicable law.

Non-exempt employees are eligible for overtime compensation or compensatory time, as allowed by law and City policy, for hours worked over the applicable overtime threshold. Non-exempt employees are required to accurately record all hours worked.

Exempt employees meet the legal requirements for exemption from overtime compensation based on their job duties, level of responsibility, and compensation structure. Exempt employees are generally paid on a salary basis and are not eligible for overtime compensation or compensatory time unless otherwise required by law or specifically authorized by City policy.

Job titles alone do not determine exempt or non-exempt status. The City may review employee classifications as needed to maintain compliance with applicable law. Questions regarding exempt or non-exempt classification should be directed to the Clerk-Treasurer's Office, the Mayor, and/or the City Attorney, as appropriate.

New Hire Paperwork and Onboarding

All new employees must complete required employment paperwork through the Clerk-Treasurer's Office before beginning work or as otherwise directed by the City. Required paperwork may include payroll forms, tax documents, direct deposit information, emergency contact information, handbook acknowledgment, benefit-related forms if applicable, and any other documents required by the City.

Department Heads are responsible for coordinating the employee's first day with the Clerk-Treasurer's Office to ensure required paperwork is completed and the employee receives appropriate general City

information. Department Heads shall not maintain independent or outdated employment paperwork packets.

To support consistent onboarding, new employees should generally spend time at City Hall on or near their first day of employment to complete required paperwork, receive general City information, and be introduced to appropriate City staff. Department-specific orientation may occur separately with the applicable Department Head.

Page 33 – Section 340 – Residency / Living Radius Requirement

Replace current language with the following

340 Residency / Living Radius Requirement

The City of Peshtigo does not require all employees to reside within the City limits unless otherwise required by law, employment agreement, collective bargaining agreement, job description, or specific terms approved by the Common Council.

However, certain positions may require employees to reside within a reasonable response distance due to the operational needs of the City. This may include employees who are responsible for emergency response, on-call response, snow removal, utility response, public safety response, Fire/Rescue response, or other time-sensitive City operations.

Unless otherwise approved by the City, employees in positions requiring emergency response, on-call response, or other time-sensitive operational response shall reside within fifteen (15) miles of the City of Peshtigo.

The living radius requirement applies to applicable City staff and emergency response personnel, including Fire/Rescue personnel, when required by the position, department needs, applicable policy, employment terms, or City approval.

The City may review living radius requirements by position based on department needs, response expectations, staffing levels, recruitment needs, collective bargaining agreements, applicable law, and the best interests of City operations.

Exceptions to the living radius requirement may be considered by the City on a case-by-case basis and must be approved by the Common Council or other authorized City authority, as applicable.

Page 44 – Section 475 – Safety Shoes and Approved Clothing

Replace current language with the following

475 Safety Shoes and Approved Clothing

The City of Peshtigo will pay an amount designated by the Common Council annually for full-time Public Works employees for safety shoes, approved clothing, and other work-related safety apparel.

Employees may purchase approved safety shoes, boots, high-visibility clothing, or other approved work apparel as needed, provided the total amount paid or reimbursed by the City does not exceed the annual amount approved by the Common Council, unless additional approval is granted by the City.

All purchases must be work-related, appropriate for the employee's duties, and supported by receipts or other documentation required by the City. *\$300.00 was approved by the Common Council 09/01/2026*

Page 66 – Section 630 – Use of Equipment and Vehicles

Insert before “Reporting on Accidents”

Police Chief Vehicle Assignment

Due to the working and public safety nature of the Police Chief position, the City may assign a City-owned police vehicle to the Police Chief for official City and Police Department use.

The assigned vehicle may be used for law enforcement duties, emergency response, on-call availability, meetings, trainings, community events, after-hours responsibilities, and other department-related needs. The Police Chief may be authorized to take the assigned vehicle home and use the vehicle as needed for City and Police Department purposes.

The vehicle remains City property at all times and shall be used primarily for official City business and Police Department purposes. Incidental use may be permitted when reasonably connected to the Police Chief's official duties, availability, or response responsibilities. The vehicle shall not be used for vacations, extended personal travel, purely personal errands unrelated to City business, or any use inconsistent with City policy.

The assigned vehicle may only be operated by the Police Chief or another City-authorized employee unless otherwise approved. The Police Chief shall comply with all traffic laws, safety requirements, insurance requirements, City policies, and Police Department procedures while operating the vehicle.

The City shall be responsible for approved fuel, maintenance, insurance, and equipment costs related to authorized use of the assigned vehicle, subject to normal City budget and purchasing procedures. The employee may be responsible for costs, fines, citations, damage, or liability resulting from unauthorized, negligent, reckless, or improper use of the vehicle.

Vehicle assignment may be modified, suspended, or revoked by the City based on operational needs, budget considerations, insurance requirements, policy compliance, or other legitimate City interests. Any assigned vehicle use shall remain subject to applicable payroll, tax, insurance, and reporting requirements as determined by the City.

Page 73 – Section 705 – Discipline or Corrective Action

Insert into the discipline or corrective action section

Consultation Before Significant Discipline or Employment Action

Department Heads are expected to consult with the Mayor before imposing significant disciplinary action, suspension, termination, removal from duties, or other employment action that may create legal, operational, safety, or policy concerns.

The Mayor may consult with the City Attorney, Clerk-Treasurer, and/or Personnel Committee as appropriate based on the nature of the matter. This consultation is intended to help ensure consistency, legal compliance, proper documentation, and appropriate City oversight in personnel matters.

Nothing in this section limits the City's ability to take immediate action when necessary to address safety concerns, misconduct, operational needs, legal compliance, or emergency circumstances.

Summary

These proposed edits are intended to strengthen the Employee Handbook by clarifying specific areas that have recently come up in practice.

At this time, I am asking the Personnel Committee to review the proposed City Employee Handbook edits and determine whether they should move forward to the Common Council for final approval, subject to any additional legal, insurance, or administrative review the Committee believes is necessary.

Thank you for your review and consideration.

Katie Berman
Mayor, City of Peshtigo

City of Peshtigo Job Description

Position Title: Wastewater Operator/Laborer/Truck Driver/Equipment Operator (Wastewater Treatment Plant Operator – Level 1)(Operator in Training(OIT))

Department: Public Works

Immediate Supervisor: Director of Public Works

General Statement:

This full time, 40 hour per week position within the Public Works Department is intended to provide for the efficient delivery of public works and utility services to residents of, and visitors to the community.

As such, the Wastewater Operator – Level 1 performs a variety of tasks in the maintaining and operating of the City's wastewater treatment plant. An employee in this position performs a variety of tasks in the maintenance, construction, repair and operation of wastewater treatment plant, buildings and equipment. The Wastewater Operator – Level 1 will also perform tasks in the maintenance, construction, repair installation of streets, water mains, sewer mains, service connections, and other general Public Works tasks, including snow removal and street maintenance operations, as a Public Works Laborer/Truck Driver/Equipment Operator. The City anticipates that approximately 60% of available operator hours will be scheduled at the WWTP, depending on operational and seasonal needs.

Assignments include water quality testing/monitoring and/or equipment maintenance and repair duties, assisting the Lead Operator with completion of regulatory reports, and emergency and non-emergency on-call assignments as necessary.

This position assists the Lead Operator in working closely with the public, administrative staff, and regulatory agencies in carrying out responsibilities of the Department and the permit requirements for the Sewer Utility. Must be a team player and maintain cooperative relationships with all municipal departments. Must possess oral and written communications and above average problem-solving skills.

Essential Functions and Related Tasks:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- 1) Provide a high level of customer service at all times. Project and maintain a positive image on behalf of the City of Peshtigo during the course of performing the duties of the position.
- 2) Must have ability to be motivated and productive at all times and particularly when immediate supervisor is not available. Must have high level of common sense and ability to make judgement calls in absence of supervisor.
- 3) Tasks may include, but are not limited to, assisting the Lead Operator in: maintaining, repairing, and cleaning digesters, aerators, screens, pumps, valves, meters, manholes, sewer mains, lift stations, equipment, and buildings in and around the wastewater treatment plant; maintain logs and records of test results and readings, completing various control tests, completing required state and federal reports, and maintaining a high standard of operations and service.
- 4) Ability to:
 - Communicate effectively with customers, the public and superiors.
 - Work courteously and tactfully with customers, the public and superiors.
 - Work independently and effectively in the course of carrying out assigned duties.
 - Work cooperatively with other employees, departments, and other units of government.
 - Carry out written and verbal orders efficiently and completely with minimal supervision.
 - Operate all equipment and machinery with care to ensure the preservation of municipal equipment, prevent injury to municipal employees and the public and prevent property damage.
 - Perform job tasks independently, at an acceptable level and with minimal supervision and oversight within one year of hire.
- 5) Ensures compliance with work rules of department, safety program, and state and federal agencies.
- 6) Responsible for protection of municipal property and equipment. Must operate all equipment with care and responsibility. Reports all unlawful, mischievous, and/or malicious activities to immediate supervisor for further investigation by law enforcement agencies.
- 7) Required to take "On-Call" assignments as determined by supervisor.
- 8) Conduct inventories of supplies and equipment.
- 9) Perform related duties as necessary and assigned.

Supervision:

This position is accountable to the Director of Public Works.

Qualifications:

- a) High School graduate or equivalent.
- b) Experience and a good working knowledge of standard practice in operation of public buildings and facilities; water, sanitary and storm sewer systems; roads, sidewalks, pathways, parks and playground, marinas, docks and erosion control, etc., is desired.
- c) Must be capable of carrying out tasks efficiently and productively in absence of supervision.
- d) Must have, or be able to acquire, and maintain as a condition of employment, a Commercial Driver's License (CDL) and be able to operate Public Works Equipment including sewer cleaners, trucks, etc.
- e) Knowledge of safety program policies, and practices required for Public Works operations.
- f) Must have, or be able to acquire, and maintain as a condition of employment, a Wisconsin Wastewater Certificate and hold Certification in at least one of the following subclasses: Suspended Growth Processes, Solids Separation, Biological Solids/Sludges, Total Phosphorus, Disinfection, and Laboratory
- g) Must have, and maintain as a condition of employment, a safe driving record.
- h) Must have, and maintain as a condition of employment, access to dependable transportation.
- i) Must be able to have math skills to complete various biologic and chemicals tests, record results, observe trends, and take corrective steps based on results.
- j) Be computer literate, be able to view and send email, maintain regular correspondence and to send and submit required regular /special reports to WDNR and other regulatory agencies, and prepare incident reports document equipment failure/malfunction, or plant overflows.

Physical Requirements in Performing Tasks Listed:

The physical demands described here are representative of those that must be met in order for an individual to successfully fulfill the essential functions of this position. Reasonable accommodation may be offered to enable an individual with disabilities to perform the essential functions.

Work is performed in both indoor and outdoor settings. The Wastewater Lead Operator will be frequently required to sit, stand, and kneel for extended period of time, walk over rough or uneven surfaces, work in excavations, confined spaces, and unpleasant smells, surroundings, talk, hear, navigate stairs and may occasionally lift heavy objects. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance.

While performing the duties of this job, the employee will work frequently with a motor vehicle, small

engine powered equipment, heavy equipment, hand tools, work in indoor, outdoor settings, and confined spaces such as public right-of-ways, parklands, municipal facilities such as wells, lift stations, wastewater treatment plant, sanitary sewers, harbor, etc. Lighting and noise levels will vary from location to location and from day to day. The outdoor settings will present various types of weather conditions and terrain. The employee will be exposed to hot and cold temperatures, precipitation, fumes from paints, chemicals, herbicides, pesticides, gasoline and fuels, and cleaning supplies, vehicle exhaust, campfires, marine vessels, etc. The employee will be exposed to allergens, pathogens, feces, and unpleasant conditions.

Proposed Job Description –

Wastewater Treatment Plant Operator - Level 1 / Operator in Training

Position Title	Wastewater Operator / Laborer / Truck Driver / Equipment Operator
Working Title	Wastewater Treatment Plant Operator - Level 1 / Operator in Training (OIT)
Department	Public Works
Status	Full-Time; Non-Exempt / Hourly
Reports To	Director of Public Works / Utilities Manager or designee
Day-to-Day Direction	Lead WWTP Operator / Operator in Charge, as assigned
Revised	September 21, 2026

Position Summary

The Wastewater Treatment Plant Operator - Level 1 / Operator in Training performs wastewater treatment plant duties while learning plant operations and progressing toward required Wisconsin wastewater operator certification. This full-time position also supports general Department of Public Works operations so the City can efficiently provide utility, street, equipment, snow and ice, and other municipal services.

The City anticipates that approximately 60% of available operator hours will be scheduled at the Wastewater Treatment Plant, depending on staffing, regulatory needs, seasonal workload, emergencies, and other operational priorities. This allocation is an operational expectation and does not limit the City from assigning other Public Works duties as needed.

Essential Functions and Related Tasks

1. Operate, monitor, inspect, clean, and assist with maintenance of wastewater treatment plant processes, equipment, pumps, controls, digesters, aerators, screens, valves, meters, lift stations, buildings, and related facilities under appropriate direction.
2. Perform routine sampling, testing, process checks, and laboratory duties; accurately record readings, test results, operating data, and other required information.

3. Assist the Lead Operator / Operator in Charge and supervisory staff with regulatory records, reports, permit requirements, inspections, audits, and compliance documentation.
4. Respond to alarms, call-ins, equipment issues, weather-related needs, and emergency or non-emergency on-call assignments as scheduled or directed.
5. Assist with preventative maintenance, troubleshooting, repairs, housekeeping, inventory, and supply management at the Wastewater Treatment Plant.
6. Perform general Public Works duties as assigned, including street and storm sewer maintenance, water and sewer support, snow and ice control, equipment operation, hauling, excavation, municipal facility maintenance, sanitation support, and seasonal work.
7. Operate City vehicles, trucks, tools, and equipment safely and responsibly and complete required pre-trip or equipment checks.
8. Follow City and department safety procedures, including personal protective equipment, confined-space procedures, lockout/tagout requirements, hazard reporting, and safe equipment operation.
9. Communicate professionally with residents, coworkers, supervisors, contractors, laboratories, regulatory agencies, and other units of government.
10. Carry out written and verbal instructions efficiently and completely, work independently when appropriate, and exercise sound judgment when immediate supervision is not available.
11. Protect City property and equipment and promptly report safety concerns, equipment failures, spills, overflows, unusual operating conditions, damage, or unlawful activity.
12. Maintain accurate daily work records, logs, inspection records, maintenance documentation, and incident reports as assigned.
13. Participate in training and certification activities required for progression within the City's wastewater operator structure.
14. Perform other related duties as necessary or assigned.

Certification Progression - Level 1 / OIT

- Obtain and maintain Wisconsin DNR wastewater operator certification at the Operator in Training level or higher within City-established timelines.
- Pass the Wisconsin DNR Wastewater General Exam and at least one required subclass exam within City-established timelines.
- Learn plant operations, sampling, testing, safety procedures, documentation, equipment operation, troubleshooting, and compliance expectations under the direction of qualified operators and supervisory staff.
- Progression to Level 2, Level 3, and Lead Operator is governed by the City's approved job description addendum, certification requirements, wage schedule, and applicable labor agreement.

Required Qualifications

- High school diploma or equivalent.
- Valid driver's license, safe driving record, and dependable transportation.
- Must have, or be able to obtain within the probationary period or other City-established timeline, a Commercial Driver's License (CDL) required for assigned Public Works equipment.
- Mechanical aptitude and ability to safely operate vehicles, tools, pumps, equipment, and machinery used in wastewater and public works operations.
- Basic math skills sufficient to perform wastewater calculations, chemical and biological testing, record results, observe trends, and follow operating instructions.
- Computer literacy sufficient for email, electronic records, routine correspondence, reports, and regulatory documentation.
- Ability to work independently, follow instructions, maintain accurate records, communicate effectively, and maintain professional working relationships.
- Ability to participate in rotating, weekend, holiday, after-hours, emergency, and on-call assignments as operational needs require.

Physical Requirements / Work Environment

Work is performed indoors and outdoors in wastewater treatment facilities, lift stations, public rights-of-way, utility areas, streets, municipal buildings, excavations, confined spaces, uneven terrain, traffic areas, and variable weather conditions. The employee may be exposed to wastewater, pathogens, odors, chemicals, fuels, exhaust, noise, heat, cold, precipitation, and other public works conditions.

The employee must be able to sit, stand, walk, bend, kneel, climb, reach, lift, carry, push, pull, and perform physical labor for extended periods. The employee may be required to lift or move up to 50 pounds and occasionally move heavier objects with mechanical or physical assistance. Reasonable accommodations may be made in accordance with applicable law.

Proposed Job Description –

DPW Mechanic / Laborer / Truck Driver / Equipment Operator

Position Title	Public Works Mechanic / Laborer / Truck Driver / Equipment Operator
Working Title	DPW Mechanic / City Mechanic
Department	Public Works
Status	Full-Time; Non-Exempt / Hourly
Reports To	Director of Public Works or designee
Revised	September 21, 2026

Position Summary

The DPW Mechanic is the City's primary in-house position for routine inspection, preventative maintenance, troubleshooting, repair, and service coordination for Public Works vehicles, trucks, heavy equipment, small-engine equipment, tools, and related municipal equipment. The position also performs general Public Works Laborer / Truck Driver / Equipment Operator duties as staffing, seasonal workload, emergencies, and operational needs require.

This position is intended to reduce equipment downtime, support safe and dependable City operations, maintain accurate fleet records, and provide flexible operational support across the Department of Public Works.

Essential Functions and Related Tasks

1. Inspect, diagnose, maintain, and repair City vehicles, trucks, heavy equipment, trailers, small-engine equipment, tools, and related Public Works equipment within the employee's training and qualifications.
2. Perform and document preventative maintenance, lubrication, fluid changes, filters, belts, batteries, tires, lights, brakes, steering, suspension, cooling systems, electrical systems, hydraulic systems, and other routine mechanical work as assigned and qualified.
3. Identify equipment defects, safety issues, and repair priorities; advise supervisory staff when equipment should be removed from service or requires outside repair.
4. Coordinate with outside vendors, dealers, and repair facilities for specialized work, warranty service, parts, inspections, and repairs that cannot reasonably be completed in-house.

5. Maintain accurate vehicle and equipment service records, maintenance schedules, repair histories, parts usage, warranties, and related documentation.
6. Maintain an organized work area and assist with parts, fluids, tools, shop supplies, and inventory management consistent with City purchasing procedures.
7. Perform basic fabrication, welding, cutting, fitting, or equipment modification when trained, qualified, and assigned.
8. Prepare vehicles and equipment for seasonal operations, including snow and ice equipment, mowing equipment, trailers, pumps, and other seasonal machinery.
9. Provide roadside, field, or emergency mechanical support when practical and safe to do so.
10. Operate City vehicles and equipment safely and responsibly and complete required pre-trip, post-trip, or equipment inspections.
11. Perform general Public Works duties as assigned, including snow and ice control, street maintenance, storm sewer work, water and sewer support, sanitation, hauling, excavation, municipal building and grounds work, and emergency response.
12. Follow City and department safety procedures, use required personal protective equipment, and comply with applicable equipment, shop, hazardous material, and workplace safety requirements.
13. Communicate professionally with coworkers, supervisors, vendors, contractors, and the public and promptly report mechanical, safety, or operational concerns.
14. Participate in emergency, after-hours, and on-call assignments as determined by the Director of Public Works or designee.
15. Perform other related duties as necessary or assigned.

Required Qualifications

- High school diploma or equivalent.
- Valid driver's license, safe driving record, and dependable transportation.
- Must have, or be able to obtain within the probationary period or other City-established timeline, a Commercial Driver's License (CDL) required for assigned Public Works equipment.
- Demonstrated mechanical aptitude and ability to use common hand tools, power tools, diagnostic equipment, and shop equipment safely.
- Ability to read and follow service manuals, maintenance schedules, parts information, safety instructions, and written work orders.
- Ability to maintain accurate service and maintenance records and use basic computer systems, email, and electronic documentation.
- Ability to work independently, prioritize repairs, exercise sound judgment, and communicate clearly with supervisory staff and coworkers.
- Ability to perform general Public Works labor and equipment operation in addition to mechanic duties.

Preferred Qualifications

- Two or more years of experience maintaining or repairing trucks, heavy equipment, municipal equipment, agricultural equipment, construction equipment, or a closely related fleet.
- Technical school, apprenticeship, military, or other formal training in automotive, diesel, heavy equipment, industrial maintenance, welding, or a related field.
- Experience with diesel engines, hydraulic systems, electrical diagnostics, welding/fabrication, and snow and ice equipment.
- ASE, manufacturer, welding, or other relevant technical certifications.

Physical Requirements / Work Environment

Work is performed in a municipal shop and in outdoor field conditions throughout the City. Work may involve vehicles and heavy equipment, moving machinery, oils and fuels, exhaust, chemicals, noise, traffic, uneven terrain, hot and cold temperatures, precipitation, and emergency or roadside conditions.

The employee must be able to stand, walk, bend, kneel, crouch, climb, reach, work beneath or around equipment, use tools for extended periods, and perform physical labor. The employee may be required to lift or move up to 50 pounds and occasionally move heavier objects with mechanical or physical assistance. Reasonable accommodations may be made in accordance with applicable law.

DRAFT JOB POSTING - PERSONNEL COMMITTEE REVIEW

CITY OF PESHTIGO, WISCONSIN

FULL-TIME DPW / WASTEWATER TREATMENT PLANT OPERATOR LEVEL 1 / OPERATOR IN TRAINING

The City of Peshtigo is accepting applications for a full-time Department of Public Works employee who will train and work as a Wastewater Treatment Plant Operator - Level 1 / Operator in Training while also supporting general Public Works operations. The City anticipates approximately 60% of available operator hours will be scheduled at the Wastewater Treatment Plant, depending on operational and seasonal needs.

Primary Responsibilities

Assist with operation, monitoring, sampling, testing, cleaning, maintenance, and recordkeeping at the City's Wastewater Treatment Plant.

Learn wastewater treatment processes and complete training and certification requirements for progression through the City's WWTP operator levels.

Assist with pumps, lift stations, equipment, buildings, preventative maintenance, troubleshooting, and regulatory documentation.

Perform general Public Works duties, including snow and ice control, streets, storm sewer, water/sewer support, hauling, equipment operation, and seasonal work.

Participate in on-call, weekend, holiday, emergency, and after-hours assignments as scheduled or directed.

Minimum Qualifications

High school diploma or equivalent.

Valid driver's license and safe driving record.

Mechanical aptitude, basic math skills, and ability to accurately maintain records.

Ability to obtain a CDL and required Wisconsin DNR wastewater operator certification within City-established timelines.

Ability to perform physical work indoors and outdoors in wastewater and public works environments.

Compensation and Benefits

Wages, certification differentials, benefits, and other employment terms are established by the applicable City wage schedule, personnel policies, and collective bargaining agreement. The City's WWTP progression provides additional compensation as required certification levels are achieved.

How to Apply

Submit a City employment application and resume to the City of Peshtigo, 331 French Street, Peshtigo, WI 54157. The Personnel Committee will establish the posting period and first review date. The position may remain open until filled.

Posting dates and final compensation language to be confirmed before publication. | The City of Peshtigo is an equal opportunity employer.

DRAFT JOB POSTING - PERSONNEL COMMITTEE REVIEW

CITY OF PESHTIGO, WISCONSIN

FULL-TIME DPW MECHANIC

LABORER / TRUCK DRIVER / EQUIPMENT OPERATOR

The City of Peshtigo is accepting applications for a full-time DPW Mechanic. This position is responsible for routine inspection, preventative maintenance, troubleshooting, repair, and service coordination for City vehicles, trucks, heavy equipment, small-engine equipment, tools, and related municipal equipment. The employee will also perform general Public Works duties as staffing, seasonal workload, emergencies, and operational needs require.

Primary Responsibilities

Inspect, diagnose, maintain, and repair City fleet vehicles, trucks, heavy equipment, trailers, small-engine equipment, and related machinery.

Perform preventative maintenance and routine mechanical work involving fluids, filters, belts, batteries, tires, brakes, electrical, hydraulic, cooling, and related systems within the employee's qualifications.

Maintain service records, maintenance schedules, repair histories, parts and shop inventory, and equipment documentation.

Coordinate specialized or warranty repairs with outside vendors when necessary.

Prepare equipment for seasonal operations and provide field or emergency mechanical support when practical.

Assist with snow and ice control, street maintenance, storm sewer work, water/sewer support, sanitation, hauling, equipment operation, and other Public Works duties.

Minimum Qualifications

High school diploma or equivalent.

Valid driver's license and safe driving record.

Demonstrated mechanical aptitude and ability to safely use common hand, power, shop, and diagnostic tools.

Ability to obtain a CDL within the probationary period or other City-established timeline.

Ability to perform physical work indoors and outdoors and participate in emergency or after-hours assignments.

Preferred Qualifications

Two or more years of truck, heavy equipment, municipal fleet, agricultural, construction equipment, or related mechanical experience.

Technical training in automotive, diesel, heavy equipment, industrial maintenance, welding, or a related field.

Experience with diesel engines, hydraulics, electrical diagnostics, welding/fabrication, or snow and ice equipment.

Compensation and Benefits

Wages, benefits, and other employment terms are established by the applicable City wage schedule, personnel policies, and collective bargaining agreement. Final starting wage will be determined in accordance with the approved compensation structure and the candidate's qualifications, where permitted.

How to Apply

Submit a City employment application and resume to the City of Peshtigo, 331 French Street, Peshtigo, WI 54157. The Personnel Committee will establish the posting period and first review date. The position may remain open until filled.

Posting dates and final compensation language to be confirmed before publication. | The City of Peshtigo is an equal opportunity employer.