

Personnel Committee Agenda
March 2, 2020
Reedsburg City Hall Council Chambers
5:00 PM

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL MAY ATTEND THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THE COMMON COUNCIL HAS DECISION-MAKING AUTHORITY. IF A QUORUM OF THE COMMON COUNCIL ATTENDS THIS MEETING, NO ACTION WILL BE TAKEN BY THE COMMON COUNCIL AT THIS MEETING.

CALL TO ORDER

APPROVAL OF MINUTES

I. APPROVE MINUTES FOR THE MEETING HELD ON JANUARY 6, 2020:

THE COMMITTEE WILL RECEIVE INFORMATION ON NON-AGENDA TOPICS BROUGHT BEFORE THE COMMITTEE BY MEMBERS OF THE PUBLIC. THE COMMITTEE WILL NOT DISCUSS THESE TOPICS, AND WILL NOT TAKE ACTION ON ANY OF THEM AT THIS MEETING

I. GENERAL BUSINESS:

- A. Approve 2020 Review of Job Descriptions per section 105 of the Personnel Manual.
- B. The Personnel Committee will enter into closed session, under section 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically.

II. ADJOURN:



The City of Reedsburg does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings and programs are available by calling (608) 524-6404. To be able to meet the needs of a request for a different format contact the City Clerk-Treasurer at 134 S. Locust Street, Reedsburg, WI at least 48 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

MEETING MINUTES FOR THE:

City of Reedsburg – Personnel Committee

Monday, January 6, 2020

The Personnel Committee for the City of Reedsburg convened in regular session on Monday, January 6, 2020 at 5:00pm at the Reedsburg City Hall – Lobby Conference Room with the following members present:

Alder Phil Peterson, Chair
David Knudsen
Craig Braunschweig
Tiffany Schulte
Bill Voigt

Also Present:

Tim Becker, City Administrator
Police Chief Patrick Cummings

Approval of Minutes from October 7, 2019

Moved by Schulte, seconded by Braunschweig 5-0, Motion carried.

I: General Business

IA. Recommend to Council to amend the Personnel Manual to include a prohibition of electronic smoking devices in City buildings, facilities and vehicles.

Moved by Braunschweig, seconded by Schulte 5-0, Motion carried.

IB. Recommend to Council to amend the Personnel Manual to include authorizing Veterans Day as a recognized holiday for active and honorably discharged members for the US Armed Forces.

Moved by Knudsen, seconded by Braunschweig 5-0. Motion carried.

IC. Receive job description of the Administrative Assistant in the Police Department. Added language was requested by the Committee. Chief Cummings will amend and present to the Common Council.

Item II: Adjourn

Motion to adjourn by Knudsen, seconded by Braunschweig at 5:25pm. 5-0, Motion carried.

Timothy M. Becker

City Administrator

**Reedsburg Police Department
Policy & Procedures Manual**

Section: Personnel		Subject: Civilian Support Specialist	Number: 4-3500
Issued: 02/2011	Revised: 1/2020	Review Due: 07/2022	Distribution: All

Title: Civilian Support Specialist

Work Unit: Communications & Records

City of Reedsburg Police Department

Immediate Supervisor: Communications Supervisor

POSITION IN BRIEF: This is a civilian position requiring the direct accomplishment of tasks associated with record keeping, worthless document processing, open records requests and clerical services. The individual in this position performs tasks under the immediate supervision of the Communications Supervisor. The incumbent must maintain all dispatching skills and certifications, and may be assigned as needed to dispatch and/or reception.

I. Essential Knowledge, Skills, and Experience

- A. Intermediate to advanced knowledge of techniques and equipment commonly used to load, edit, organize, and preserve computerized and hard records.
- B. Intermediate to advanced knowledge of techniques and equipment commonly used to perform clerical tasks.
- C. Basic to intermediate knowledge of interpersonal communications principles, practices, and techniques.
- D. Basic to intermediate knowledge of emergency response principles, practices, and techniques, especially as they relate to notifications, communications, and documentation of activities.
- E. Intermediate to advanced knowledge of citation, arrest, and court processing principles, practices, and techniques.
- F. Basic to intermediate knowledge of traffic accident report filing and routing principles, practices, and techniques.
- G. Basic to intermediate knowledge of writing and typing principles, practices, and techniques.
- H. Basic to intermediate knowledge of police communications and notification systems.
- I. Basic knowledge of conflict resolution and calming principles, practices, and techniques.
- J. Basic to intermediate knowledge of court function principles, practices, and procedures.

II. Special Qualifications Required or Desired

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- A. Associate or higher degree in business technology, office occupations, data processing or related field (desired). High school diploma (required).
- B. Certification or capacity to become certified in T.I.M.E. System operations (required).
- C. Ability to type/keyboard minimum of 40 WPM accurately (required).
- D. Ability to deal effectively with supervisors, coworkers, and the public (required).

III. Essential Functions

- A. Computer database loading and editing.
- B. Original document processing.
- C. Assist Municipal Court as needed.
- D. Perform all legal functions as assigned by competent authority.

When not directly working on a specific job task, the incumbent must be capable and willing to use their self-directed work time in an efficient manner. This includes performance of the priority tasks assigned to this position by the Communications Supervisor. The incumbent is expected to accept the responsibility for knowing routine job assignments and performing them without having to be told to do so.

IV. Additional Functions

- A. Successfully complete in-service training and certifications. (as required)
- B. Testify in court. (as needed)
- C. Assist in training new dispatchers. (as needed)

V. Functions Description

The Civilian Support Specialist shall perform those duties currently and traditionally performed; those duties as lawfully directed by superiors, and those duties including, but not necessarily limited to the following:

1. Communications

The Civilian Support Specialist, when necessary or directed, shall effectively and efficiently receive and send pertinent information for police, fire, EMS, and citizens:

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- a. Via telephone.
- b. Via radio.
- c. Via handwritten and typewritten documents.
- d. Through use of computer systems.
- e. Through use of intercoms.
- f. Verbally in person.
- g. Via paging and notification systems.
- h. By use of the T.I.M.E. System.

2. Office Occupations

The Civilian Support Specialist, when necessary or directed, shall efficiently and effectively perform the following tasks:

- a. Make copies using copy machines.
- b. Operate adding machines.
- c. Operate postage meters and scales.
- d. Operate cash register.
- e. Type documents.
- f. Operate fax machine.
- g. Receive bonds, fines, fees, and issue receipts as necessary.
- h. Register bicycles.
- i. Maintain department logs.
- j. Maintain arrest ledger.
- k. Receive, return, re-file adult and juvenile records.
- l. Reload consumables (tapes, paper, cartridges, toner, etc.) for office machines.
- m. Report office machine malfunctions and deficiencies.
- n. Lock doors at time specified by department policy.
- o. Keep work area reasonably neat, clean, and organized.

3. Support Services

The Civilian Support Specialist, when necessary or directed, shall efficiently and effectively perform the following tasks:

- a. Initiate and route police case generating documents.
- b. Initiate and route fire call documents.
- c. Initiate and route EMS call documents.

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- d. Maintain up to date call schedule for primary and back-up EMS crews.
- e. Provide and coordinate radio communications for Police, Fire, EMS, and emergency government.
- f. Initiate and follow through on notification procedures for severe weather, disasters and major events.
- g. Conduct tests of emergency notification equipment regularly and report deficiencies to supervisor.
- h. Notify utility personnel of water and electrical outages and related emergencies.
- i. Notify public works of street, sidewalk, and sewer deficiencies and emergencies.
- j. Assist public and reception desk.
- k. Train new dispatcher/clerks.

4. Other Duties & Responsibilities

- a. Computer database management.

Performs those activities necessary to achieve and maintain control of the accuracy, completeness, efficiency, and security of the computerized files of the department through data entry, editing, and updating. Effectively recommends changes in software, hardware, and procedures related to the department's computer systems.

- b. Original Document database management.

Performs those activities necessary to achieve and maintain control of the accuracy, completeness, efficiency, and security of the department's original documents and "hard files" (with the exception of personnel and training documents). Organizes, files, and updates official records in the custody of the department, and effectively recommends changes necessary in supplies, hardware, and procedures related to the keeping of original documents.

- c. Worthless documents processing.

Performs those activities necessary to achieve and maintain control of the accuracy, completeness, efficiency, and security of the department's insufficient funds checks program, up to the point where enforcement

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action is necessary. Testifies in court when necessary. Effectively recommends changes in the supplies, hardware, and procedures related to processing worthless documents.

- d. Municipal Court processing.

Performs those activities necessary to achieve and maintain control of the department's municipal court interactions. Compiles and submits to proper authority in a punctual manner all data related to these functions.

- e. Emergency Dispatcher.

Maintains proficiency as a dispatcher and fills in or assists during emergencies.

VI. Physical Requirements

- D. Performance of routine tasks associated with this position requires a capacity to intermittently sit, stand, walk, bend, and lift 1 to 25 lbs objects unassisted. May occasionally need to lift heavier objects with assistance.

VII. Working Conditions

Some tasks performed may expose an individual to exhaust fumes, smoke, blood borne and airborne pathogens, simple and deadly assault, and hazardous materials.

VIII. Equipment Used in Performance of Job Tasks

- E. Specialized equipment includes microcomputers, typewriters, pens, pencils, tape recorders, dictating equipment, radios, telephones, cash register, and TDD.

IX. Removal

The major reasons for job removal are:

- A. Economic conditions that cause reductions in the work force.
B. The incumbent's inability to attend regularly to work.
C. The incumbent's failure to competently perform the tasks, both critical and routine, associated with this position.

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- D. The incumbent's failure to:
1. Support, and behave according to, the Department Mission.
 2. Uphold the civilian Oath of Office
 3. Behave in a manner consistent with the civilian Code of Ethics.
 4. Comply with original conditions of employment.
 5. Avoid accrual of atypical amounts of supervisory corrective intervention, direction, counseling, discipline and/or remedial training time.

POSITIONS THIS EMPLOYEE WOULD ROUTINELY SUPERVISE:

None

By Order Of:

Patrick B Cummings

January 21, 2020

(Chief of Police)

(Date)

**Reedsburg Police Department
Policy & Procedures Manual**

Section: Personnel		Subject: Receptionist	Number: 4-3600
Issued: 02/2011	Revised: 1/2020	Review Due: 07/2022	Distribution: All

Title: Receptionist

Work Unit: Communications & Records

City of Reedsburg Police Department

Immediate Supervisor: Communication Supervisor

POSITION IN BRIEF: This is a civilian position requiring the direct accomplishment of tasks associated with direct reception and assistance to walk in clients of the police department, including but not necessarily limited to the issuance of temporary registration plates, accepting bonds, processing bad checks and overseeing the bank records of the department. The individual in this position performs tasks under the immediate supervision of the Communication Supervisor. The incumbent must maintain all dispatching skills and certifications, and may be assigned as needed to dispatch and/or other clerical assignments.

I. Essential Knowledge, Skills, and Experience

- A. Basic to intermediate knowledge of techniques and equipment commonly used to load, edit, organize, and preserve computerized and hard records.
- B. Intermediate to advanced knowledge of techniques and equipment commonly used to perform clerical tasks.
- C. Basic to intermediate knowledge of interpersonal communications principles, practices, and techniques.
- D. Basic knowledge of emergency response principles, practices, and techniques, especially as they relate to notifications, communications, and documentation of activities.
- E. Basic to intermediate knowledge of citation, arrest, and court processing principles, practices, and techniques.
- F. Basic to intermediate knowledge of traffic accident report filing and routing principles, practices, and techniques.
- G. Basic to intermediate knowledge of writing and typing principles, practices, and techniques.
- H. Basic to intermediate knowledge of police communications and notification systems.
- I. Basic knowledge of conflict resolution and calming principles, practices, and techniques.
- J. Basic to intermediate knowledge of court function principles, practices, and procedures.

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II. Special Qualifications Required or Desired

- A. Associate or higher degree in business technology, office occupations, data processing or related field (desired). High school diploma (required).
- B. Certification or capacity to become certified in T.I.M.E. System operations (required).
- C. Ability to type/keyboard minimum of 40 WPM accurately (required).
- D. Ability to deal effectively with supervisors, coworkers, and the public (required).

III. Essential Functions

- A. Computer database loading and editing.
- B. Assisting walk-ins.
- C. Perform all legal functions as assigned by competent authority.

When not directly working on a specific job task, the incumbent must be capable and willing to use their self-directed work time in an efficient manner. This includes performance of the priority tasks assigned to this position by the Communication Supervisor. The incumbent is expected to accept the responsibility for knowing routine job assignments and performing them without having to be told to do so.

IV. Additional Functions

- A. Successfully complete in-service training and certifications. (as required)
- B. Testify in court. (as needed)

V. Functions Description

Receptionist is filled by seniority bidding, or appointment if no one bids. The Receptionist performs those duties currently and traditionally performed; those duties as lawfully directed by superiors, and those duties including, but not necessarily limited to the following:

- A. Communications
 - 1. Receptionists shall effectively and efficiently receive and send pertinent information for police, fire, EMS, and citizens:

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- a. Via telephone
- b. Via radio
- c. Via handwritten and typewritten documents
- d. Through use of computer systems
- e. Through use of intercoms
- f. Verbally in person
- g. Via paging and notification systems
- h. By use of the T.I.M.E. System
- i. Via TDD

B. Office Occupations

- 1. Receptionists shall efficiently and effectively perform the following tasks:
 - a. Make copies using copy machines
 - b. Operate adding machines
 - c. Operate postage meters and scales
 - d. Operate cash register
 - e. Type documents on typewriter or word processor
 - f. Operate fax machine
 - g. Receive bonds, fines, fees, and issue receipts as necessary
 - h. Register bicycles
 - i. Maintain animal control logs
 - j. Update and maintain department logs
 - k. Maintain arrest ledger
 - l. Reload consumables (tapes, paper, cartridges, toner, etc.) for office machines
 - m. Report office machine malfunctions and deficiencies
 - n. Lock doors at time specified by department policy
 - o. Keep work area reasonably neat, clean, and organized.
 - p. Perform functions related to registering vehicles on behalf of the DMV.
 - q. Perform functions related to parking citations and TVRP.

C. Support Services

- 1. Dispatcher/clerks shall efficiently and effectively perform the following tasks:
 - a. Initiate and route police case generating documents
 - b. Initiate and route fire call documents

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- c. Initiate and route EMS call documents
- d. Provide and coordinate radio communications for Police, Fire, EMS, and emergency government
- e. Initiate and follow through on notification procedures for severe weather, disasters and major events
- f. Conduct tests of emergency notification equipment regularly and report deficiencies to supervisor
- g. Notify utility personnel of water and electrical outages and related emergencies
- h. Notify public works of street, sidewalk, and sewer deficiencies and emergencies
- i. Assist public and reception desk
- j. Train new dispatcher/clerks

D. Other Duties & Responsibilities

Perform any additional tasks lawfully directed by superiors.

VI. Physical Requirements

Performance of routine tasks associated with this position requires a capacity to intermittently sit, stand, walk, bend, and lift 1 to 25 lbs objects unassisted. May occasionally need to lift heavier objects with assistance.

VII. Working Conditions

Some tasks performed may expose an individual to exhaust fumes, smoke, blood borne and airborne pathogens, simple and deadly assault, and hazardous materials.

VIII. Equipment Used in Performance of Job Tasks

Specialized equipment includes microcomputers, typewriters, pens, pencils, tape recorders, dictating equipment, radios, TDD, cash register, and telephones.

IX. Removal

The major reasons for job removal are:

- A. Economic conditions that cause reductions in the work force.

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- B. The incumbent's inability to attend regularly to work.
- C. The incumbent's failure to competently perform the tasks, both critical and routine, associated with this position.
- D. The incumbent's failure to:
 - 1. Support, and behave according to, the Department Mission.
 - 2. Uphold the civilian Oath of Office
 - 3. Behave in a manner consistent with the civilian Code of Ethics.
 - 4. Comply with original conditions of employment.
 - 5. Avoid accrual of atypical amounts of supervisory corrective intervention, direction, counseling, discipline and/or remedial training time.

POSITIONS THIS EMPLOYEE WOULD ROUTINELY SUPERVISE:

None

By Order Of:

Patrick B Cummings

January 21, 2020

(Chief of Police)

(Date)

City of Reedsburg – Job Description

Position No. 5-01

Title: WWTP Manager

Department: Wastewater

Review Date: January 7, 2020

General Description of Duties: Performs a variety of skilled, technical, supervisory, and administrative work in the planning, operation, repair, maintenance, and assist in construction of municipal wastewater collection and treatment systems. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience:

1. Minimum two-year degree in environmental science, public health, civil engineering, public administration or a closely related fields, and
2. Advanced with subclasses A1, A2, B, C, P, D, L State of Wisconsin Wastewater Operators License or ability to obtain within one year, and
3. Five (5) years of experience relating to the operation and maintenance of wastewater collection or treatment systems including the operation of related maintenance equipment and management experience, or
4. Any equivalent combination of education and experience.
5. Ability to interpret specific chemical and biological analyses; Ability to guide, direct and motivate employees; Ability to organize and supervise the activities of various crews performing construction and maintenance work; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public.
6. Working knowledge of detection devices, mobile radio, phone, personal computer including word processing, Excel, OPTS and other software, copy and fax machine.

B. Special Qualifications Required or Desired: Valid State Driver's license.

C. Essential Functions:

1. Operates and maintains the wastewater collection system, treatment plant, and lift stations to control flow and processing of wastewater, sludge, and effluent in order to meet discharge permit requirements and other local, state or Federal regulations.
2. Plans, schedules and implements maintenance and operation activities designed to provide quality wastewater collection and treatment service for the city; oversees operation and maintenance work to determine acceptability and conformance to standards. Responsible for maintaining and improving the

- overall plant efficiency for manpower, energy, chemical or other elements that will reduce operating costs, yet maintain treatment.
3. Supervises the installation, maintenance and repair of mechanical, equipment, and electrical systems for the wastewater collection and treatment system.
 4. Oversees the analysis of wastewater, sludge, and effluent samples to provide data for permit requirements and the efficient operation of the wastewater treatment facility.
 5. Trains, supervises, assists and disciplines employees performing the duties of operation, maintenance, and repair of wastewater collection and treatment facilities.
 6. Creates work schedules for employees, provide daily oversight and head up weekly staff meetings.
 7. Supervises the control and use of, and assumes responsibility for all materials, supplies, inventory and equipment used in the operation, maintenance, and repair of wastewater collection and treatment systems and other department facilities.
 8. Requisition of needed supplies, materials and equipment for the division and maintains a variety of records relating to personnel, equipment, supplies, water consumption and reports. Provides recommendations regarding equipment purchases and requisitions all supplies and materials needed for effective department operation.
 9. Advises DPW, Attorney, Engineer and other city officials in matters relating to division activities.
 10. Provides information to various civic, educational and public groups and individuals regarding wastewater collection and treatment problems and services.
 11. Responds to complaints regarding wastewater system failures, leaks, or other problems; evaluates situation, determines if liability lies with the city or the property owner; explains findings to property owners and notifies appropriate crew if necessary.
 12. Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon service will be restored.
 13. Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
 14. Assists in motivating and evaluating personnel by acting as a liaison between crew members and other City supervisors.
 15. Analyzes annual operating costs and makes recommendations for division budget.
 16. Assists in the design and installation of new wastewater collection or treatment lines, pumps, plants or related systems and facilities. If directed, assists or manages in construction of any new improvements.
 17. Participates in short and long-term planning of capital improvement projects.

18. Monitors pretreatment users to assure compliance with discharge requirements and produces the Industrial billing.
19. Enforces rules, regulations, policies and procedures relating to the operation of the wastewater utility system.
20. Performs all required DNR reporting.
21. Responsible for SCADA monitoring and review of the data.
22. Coordinates with other utilities for locations of utility systems.
23. Perform all legal functions as assigned by competent authority.

D. Additional Functions:

1. Operates a variety of power construction and maintenance equipment used in the department.
2. Assists the maintenance tech, lab tech and biosolids tech as needed.
3. Serves on various employee or other committees as assigned.
4. Supervises and assists in general cleanliness, maintenance and repair of facility.

E. Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

F. Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings. The candidate shall inspect the working environment prior to accepting the position and raise any concerns that they may have.

G. Equipment Used in Performance of Job Tasks: Lab Equipment, Computers, SCADA System, City Vehicles, Portable Pumps, Portable Generators.

H. Other Positions This Employee Would Routinely Supervise: Exercises close supervision over assigned treatment plant operators, maintenance workers and equipment operators.

I. Supervision Received: Works under the general supervision of the Public Works Director (DPW).

J. Other Comments/Requirements: These duties listed above are intended only as illustrations of the type of work that may be performed and is not to be considered all inclusive. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related, or constitutes a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position is subject to pre-employment drug and alcohol screening.

City of Reedsburg – Job Description

Position No. 5-02

Title: WWTP Lead Operator (Foreman)

Department: Wastewater

Review Date: January 7, 2020

General Description of Duties: Performs a variety of semi-skilled and skilled technical tasks in the operation; maintenance and repair of the Municipal Wastewater Facility of the City of Reedsburg, WI. Also assists in any construction projects of the wastewater collection and treatment systems. Works under the general supervision of the WWTP Manager and exercises work direction and planning for the assigned treatment plant staff. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience:

1. Minimum two-year degree in environmental science, public health, civil engineering, or a closely related fields, and
2. Advanced with subclasses A1, A2, B, C, P, D, L State of Wisconsin Wastewater Operators License or ability to obtain within one year.
3. Five (5) years of experience relating to the operation and maintenance of wastewater collection or treatment systems including the operation of related maintenance equipment and management experience, or
4. Any equivalent combination of education and experience.
5. Ability to interpret specific chemical and biological analyses; Ability to guide, direct employees; Ability to organize and direct the activities of various crews performing maintenance work; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public.
6. Working knowledge of detection devices, mobile radio, phone, personal computer including word processing, Excel, OPTS and other software, copy and fax machine.

B. Special Qualifications Required or Desired: Valid State Driver's license.

C. Essential Functions:

1. Operates and maintains the wastewater treatment plant and lift stations to control flow and processing of wastewater sludge and wastewater in order to meet discharge permit requirements and all other local, state and federal regulations.
2. Implements maintenance and operation activities designed to provide quality wastewater treatment service for the city. Oversees operation and maintenance work to determine acceptability and conformance to standards. Responsible for

maintaining and improving the overall plant operation for energy, chemical or other elements that will properly maintain treatment.

3. Directs the installation, maintenance and repair of mechanical equipment, and electrical systems for the wastewater treatment system.
4. Oversees the analysis of wastewater, sludge, and effluent samples to provide data for permit requirements and the efficient operation of the wastewater treatment facility.
5. Controls the use of all materials, supplies, inventory and equipment used in the operation, maintenance, and repair of wastewater collection and treatment systems and other department facilities.
6. Requisition of needed supplies, materials and equipment for the division and maintains a variety of records, equipment, supplies, and reports. Provides recommendations regarding equipment purchases and requisitions all supplies and materials needed for effective department operation.
7. Provides information to various civic, educational and public groups and individuals regarding wastewater collection and treatment problems and services.
8. Responds to complaints regarding wastewater system failures, leaks, or other problems; evaluates situation, determines if liability lies with the city or the property owner; explains findings to property owners and notifies appropriate crew if necessary.
9. Assists in overseeing the safety of employees by instructing individuals in proper safety procedures and monitoring work in progress.
10. Assists in the design and installation of new treatment lines, pumps, plants or related systems and facilities. If directed, assists or manages in construction of any new improvements.
11. Participates in short and long-term planning of capital improvement projects.
12. Monitors pretreatment users to assure compliance with discharge requirements and produces the Industrial billing.
13. Assists with DNR reporting. Submits reports under the direction of or in the absence of the Plant Manager.
14. Responsible for SCADA monitoring and assisting review of the data.
15. Coordinates with other utilities for locations of utility systems.
16. Makes daily observations of equipment and treatment facility and takes corrective actions were necessary.
17. Operates a variety of power construction and maintenance equipment used in the department.
18. Perform all legal functions as assigned by competent authority.

D. Additional Functions:

1. Assist in other areas as needed.

E. Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions

of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

F. Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings. The candidate shall inspect the working environment prior to accepting the position and raise any concerns that they may have.

G. Equipment Used in Performance of Job Tasks: Lab Equipment, Computers, SCADA System, City Vehicles, Portable Pumps, Portable Generators.

H. Other Positions This Employee Would Routinely Supervise: Exercises close supervision over assigned treatment plant operators, maintenance workers and equipment operators.

I. Supervision Received: Works under the general supervision of the Public Works Director (DPW).

J. Other Comments/Requirements: These duties listed above are intended only as illustrations of the type of work that may be performed and is not to be considered all inclusive. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related, or constitutes a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position is subject to pre-employment and random drug and alcohol screening.

City of Reedsburg – Job Description

Position No. 5-03

Title: WWTP Operator-Maintenance Technician

Department: Wastewater

Review Date: January 7, 2020

General Description of Duties: Responsible for maintenance, upkeep, repair and replacement of equipment and building structures of the Municipal Wastewater Facility of the City of Reedsburg, WI that will assure proper collection and treatment in order to meet discharge permit requirements of all local, state and federal regulations. Works under the general supervision of the WWTP Manager. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience:

1. High school diploma or GED equivalent,
2. Minimum two (2) years of related experience.
3. Ability to achieve Operator in Training in at least one subclass State of Wisconsin Wastewater Operators License within 1 year.

B. Special Qualifications Required or Desired: Valid State Driver's license.

C. Essential Functions:

1. Performs maintenance repair and replacement on the following (but not limited to) the following equipment:
 - A. Influent pumps; head works equipment
 - B. Primary clarifiers and pumps
 - C. Intermediate clarifiers and pumps
 - D. Selector basin mixers and pumps
 - E. Aeration blowers
 - F. RAS pumps
 - G. Final clarifiers and UV pumps
 - H. Sludge mixers, pumps and blowers
 - I. Collection system lift station pumps and inspection
 - J. Septage receiving equipment
 - K. All generators including the main generator and back-up portable generator
2. Exercise valves and gates periodically
3. Performs maintenance and repair on buildings/structures, but not limited to the following:
 - A. Wash down wet well at structure 10
 - B. Clean launders at clarifiers
 - C. Clean screen at septage receiving
 - D. General building maintenance

- E. Lift station building maintenance
 - F. Grounds maintenance and snow removal
-
- 4. Perform the following operations
 - A. Scum pumping from structure 15
 - B. Scum removal from structure 20/25
 - 5. Observe equipment performance
 - 6. Make daily observation of treatment facility and report unusual observations to supervisor.
 - 7. Monitors the performance of all equipment, gauges and charts in the treatment plant and pump stations; Records statistical data concerning plant operations; Maintains, operates, repairs and replaces equipment as necessary; Charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.
 - 8. Operates, maintains and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters and other controls and equipment.
 - 9. Collects samples and identifies concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state and Federal requirements; Gathers and tests wastewater samples for plant efficiency reports as required.
 - 10. Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.
 - 11. Assures that plant operates within required standards.
 - 12. Trains and maintains lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results.
 - 13. Contains and disposes of hazardous wastes generated by the lab.
 - 14. Arranges for the calibration, modification or repair of instrumentation and control equipment including recorders, flow meter and other water quality monitoring equipment.
 - 15. Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
 - 16. Perform all legal functions as assigned by competent authority.

D. Additional Functions:

- 1. Assists in other areas of operations as needed
- 2. Replaces other operations staff in their absence
- 3. Provides feedback from daily operations, inspection and monitoring
- 4. Maintains the drawings and schematics of electrical and other systems in the treatment plant.
- 5. Monitors performance of electrical systems, circuits or equipment of the treatment plant.

E. Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions

of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

F. Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings. The candidate shall inspect the working environment prior to accepting the position and raise any concerns that they may have.

G. Equipment Used in Performance of Job Tasks: Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, field equipment, detection devices, mobile radio, phone, calculator personal computer, spreadsheet software and a variety of lab equipment.

H. Other Positions This Employee Would Routinely Supervise: None generally. May serve as a lead worker over lower level operators or maintenance workers.

I. Supervision Received: Works under the general supervision of the WWTP Manager.

J. Other Comments/Requirements: These duties listed above are intended only as illustrations of the type of work that may be performed and is not to be considered all inclusive. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related, or constitutes a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position is subject to pre-employment and random drug and alcohol screening.

City of Reedsburg – Job Description

Position No. 5-04

Title: WWTP Laboratory Technician

Department: Wastewater

Review Date: January 7, 2020

General Description of Duties: Performs all the required testing of wastewater and treatment samples of the Municipal Wastewater and Treatment Facility and computerized recording and reporting in order to comply with the Department of Natural Resources (DNR) rules and regulations and Municipal as well as State and Federal laws. Works under the general supervision of the WWTP Manager. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience:

1. High school diploma or GED equivalent.
2. Minimum two-year degree in related course work.
3. Basic with subclass L State of Wisconsin Wastewater Operations License.

B. Special Qualifications Required or Desired: Valid State Driver's license.

C. Essential Functions:

1. Perform all permit required testing and process control testing to make certain the facility operates in compliance.
2. Performs all biological scans.
3. Along with computer data input is responsible for keeping all records and reports of all testing samples and reports.
4. Continually watches for and reports to Lead Operator and/or Plant Manager on any quality control issues in the Wastewater Treatment Operations.
5. Responsible for maintaining and caring for the Wastewater and Treatment Plant sampling stations.
6. Operates and maintains all laboratory instrumentation by daily inspection and cleaning.
7. On a daily basis checks dissolved oxygen meters, checks sludge blanket levels and gathers samples at area industries sites.
8. Provides the Lead Operator and/or Plant manager with input on process strategy.
9. Requisition of needed supplies, materials and equipment Laboratory and maintains a variety of records relating to equipment, supplies, and reports. Provides recommendations regarding equipment purchases to the Lead Operator.
10. Perform all legal functions as assigned by competent authority.

D. Additional Functions:

1. Assists maintenance technician and lead operator as needed and other duties assigned by Lead Operator or Plant Manager.

E. Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

F. Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and below grade areas and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings. The candidate shall inspect the working environment prior to accepting the position and raise any concerns that they may have.

G. Equipment Used in Performance of Job Tasks: Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, field equipment, detection devices, mobile radio, phone, calculator personal computer, spreadsheet software and a variety of lab equipment.

H. Other Positions This Employee Would Routinely Supervise: None generally. May serve as a lead worker over lower level operators or maintenance workers.

I. Supervision Received: Works under the general supervision of the WWTP Manager.

J. Other Comments/Requirements: These duties listed above are intended only as illustrations of the type of work that may be performed and is not to be considered all inclusive. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related, or constitutes a logical assignment to the position.

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This position is subject to pre-employment and random drug and alcohol screening.

Title: WWTP Biosolids Technician

Department: Wastewater

Review Date: January 7, 2020

General Description of Duties: Performs a variety of technical tasks in the operation and maintenance of the solids process of the Municipal Wastewater Facility. Works under the general supervision of the WWTP Manager. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience:

1. High school diploma or GED equivalent.
2. Minimum two (2) years of related experience.
3. Ability to obtain Basic with subclasses B, C State of Wisconsin Wastewater Operators License within two (2) years.

B. Special Qualifications Required or Desired: Valid State Driver's license.

C. Essential Functions:

1. Operates and maintains sludge tank blowers and mixers and sludge feed pump.
2. Operates and maintains the plants centrifuge as well as the lime stabilization equipment and polymer/chemical feed equipment.
3. Keeps plant clean and uses order-control equipment.
4. Operates front-end loader for use in storing and disposal of final cake solids
5. Responsible for sludge tank inventory control and cake solids inventory control.
6. Responsible for keeping daily operations and sludge disposal records.
7. Must also keep a current inventory on lime supply as well as polymer/alum chemicals.
8. Requisition of needed supplies, materials and equipment for the sludge process and maintains a variety of records relating to equipment, supplies, and reports. Provides recommendations regarding equipment purchases to the Lead Operator and/or Plant Manager.
9. Perform all legal functions as assigned by competent authority.

D. Additional Functions:

1. Assists in other areas of operation as needed.
2. Make daily observations of plant and report unusual observations to supervisor.

E. Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

F. Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and below grade areas and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings. The candidate shall inspect the working environment prior to accepting the position and raise any concerns that they may have.

G. Equipment Used in Performance of Job Tasks: Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator personal computer, spreadsheet software and a variety of lab equipment.

H. Other Positions This Employee Would Routinely Supervise: None generally. May serve as a lead worker over lower level operators or maintenance workers.

I. Supervision Received: Works under the general supervision of the WWTP Manager.

J. Other Comments/Requirements: These duties listed above are intended only as illustrations of the type of work that may be performed and is not to be considered all inclusive. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related, or constitutes a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position is subject to pre-employment and random drug and alcohol screening.

Title: Park and Recreation Director

Department: Park and Recreation

Review Date: January 7, 2020

General Description of Duties: The Park and Recreation (P&R) Director is responsible for the general administration, planning, direction and operations of Parks, Recreation and Aquatic programs and facilities. The Director functions under the general direction of the City Administrator. The Director exercises administrative direction over assigned personnel, support staff, part-time, contracted and season personnel either directly or through subordinate supervisors. The Director is the primary support staff to the Parks and Recreation Committee, which provides broad policy oversight and advice to the Common Council. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience:

Thorough knowledge of and experience with parks, recreation, swimming pool administration planning, philosophies, concepts and practices. Considerable knowledge and experience in facility management and techniques. Knowledge of budgetary practices, personnel management and public relations. Some knowledge of law enforcement procedures. Possess or be able to obtain a valid driver's license.

B. Special Qualifications Required or Desired:

The Director must possess a bachelor's degree in parks, recreation, leisure services or related fields from an accredited university. They must demonstrate five years of experience in parks and recreation programs with at least two years on management experience in one or more of those fields. Alternatively they must possess any equivalent combination of education, training and experience with provides the requisite knowledge, skills and abilities for this job.

C. Essential Functions:

1. Directs and administers the operations and programs of the department.
2. Prepares annual operating budgets and five-year capital improvement program.
3. Prepares and updates five year Outdoor Recreation Plan.
4. Manages Park Impact Fee Program in cooperation with other City staff.
5. Manages, trains and supervises department staff, recommends the selection of new employees, coordinates and assigns work, allocates personnel, acts on problems, maintains standards and evaluates performance.
6. Provides staff support to Park and Recreation Committee on policy proposals, major program changes, facility planning and other tasks assigned to the Committee.

7. Coordinates facility agreements between City and School District as well as other facility users such as Reedsburg Youth Hockey Association, Butter Festival, Lions Club, Jaycees and other groups.
8. Performs public relations functions and conducts presentations for community groups and organizations. Meets with developers to negotiate park elements of development agreements.
9. Oversees bids, specification writing and contracts.
10. Researches, recommends and purchases equipment and supply purchases for park, recreation and swimming pool.
11. Operates Recreation/Community Center for dances, youth recreation, large and small senior citizen functions and meetings of other clubs and groups.
12. Perform all legal functions as assigned by competent authority.

D. Additional Functions:

1. Manages turf in all parks and public lands.
2. Plans celebrations and special events such as Earth Day and Concerts in the Park.
3. Responsible for the inventory of all equipment and is responsible for its maintenance and security.
4. Produces routine reports on park and recreation programs and facilities.
5. Attends all meetings of the Park and Recreation Committee unless excused there from.
6. Attends meetings, conventions and workshops to maintain professional skills with park and recreation peers.
7. Works in cooperation with other City departments.
8. Respond to emergency call-outs as needed to maintain or secure facilities.
9. Responsible for worker and customer safety in park, recreation and swimming pool facilities in accordance with City risk management policies.
10. Prepare payroll records and approve authorized expenditures. Monitor trends in budget performance and advise the City Administrator of any needed changes.
11. Cooperate with other agencies that provide park, natural resource or recreation services for area citizens.
12. Answers the phone, greets customers and provides information.
13. Responsible for tree planting and maintenance in city parks.
14. Performs work of subordinates if necessary.

E. Physical Requirements:

Tasks may involve the ability to exert light physical efforts in sedentary to light work, but may involve lifting, carrying, pushing or pulling of objects weighing up to 50 pounds. Requires the ability to recognize similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

F. Working Conditions:

Must be able to work under generally safe and comfortable conditions where exposure may cause discomfort yet poses a limited risk of injury.

G. Equipment Used in Performance of Job Tasks:

The P&R Director may be called upon to drive pickup trucks and small tractors, operate computers, phones and typical office equipment.

H. Positions This Employee Would Routinely Supervise:

The P&R Director is responsible to supervise Park Maintenance Workers both seasonal and regular, part-time and seasonal recreation and swimming pool employees and volunteers working in recreation programs or in the park system.

I. Supervision Received:

Works under the general direction of the City Administrator.

J. Other Comments/Requirements:

This position may have a great deal of seasonal variation in schedule, tasks and requirements.

City of Reedsburg – Job Description

Position No. 6-02

Title: Summer Recreation Coordinator

Department: Parks and Recreation

Review Date: January 7, 2020

General Description of Duties: Assist the Park and Recreation Director with seasonal recreation programs with scheduling of staff and participants, organizing supplies and equipment, record keeping and customer service. Coach and instruct selected programs as assigned. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience: Knowledge of recreation programs and sport instruction. Experience in organizing and managing staff and/or volunteers.

B. Special Qualifications Required or Desired: Possess or be able to obtain a valid driver's license. Knowledge of basic office equipment such as telephones and standard computer software. First aid and CPR certification desired.

C. Essential Functions:

1. Organize and support registration for department programs.
2. Schedule programs and teams, secure facilities and deliver appropriate supplies and equipment to school and park sites as necessary.
3. Maintain program registration records and generate reports for use by Park and Recreation Commission and other elements of city government.
4. Handle customer, telephone, fax and email inquiries regarding department programs and facilities.
5. Assist with the instruction of program staff and volunteers in departmental procedures and safety policies.
6. Attend meetings with staff and other community groups.
7. Perform all legal functions as assigned by competent authority.

D. Additional Functions:

1. Handle deposits of registration fees and swimming pool income for delivery to Treasurer.
2. Assist with swimming pool maintenance.
3. Assist with maintenance of other park and recreation facilities in cooperation with other staff or school personnel, as appropriate.
4. Staff recreation center for programs, meetings and events as requested.

E. Physical Requirements: This position is an active functional assignment requiring the ability to lift and carry 25 pounds on a regular basis and up to 50 pounds infrequently.

Must possess the ability to read, write and otherwise communicate with people. May be required to climb ladders and stairs.

F. Working Conditions: This position involves indoor and outdoor activities with exposure to sun and warm conditions on a daily basis. May be exposed to liquid chlorine at the swimming pool and work in a below ground, but well ventilated atmosphere.

G. Equipment Used in Performance of Job Tasks: Normal office equipment such as phones, fax machines, copiers and computers. Uses small hand tools for minor equipment or facility maintenance.

H. Other Positions This Employee Would Routinely Supervise: Volunteers and program instructors or coaches.

I. Supervision Received: Works at the direction of the Park and Recreation Director.

J. Other Comments/Requirements: Coordinator is a seasonal position primarily during the summer months. In the present configuration of the department, this position does not directly supervise swimming pool staff but coordinates activities with them and the park maintenance staff.

City of Reedsburg – Job Description

Position No. 6-03

Title: Parks Lead Worker

Department: Parks and Recreation

Review Date: January 7, 2020

General Description of Duties: This position is responsible for the physical operations of the Reedsburg Parks and recreational facilities. This is a working position in nature with the primary focus being to schedule and assign work that is shared by department maintenance employees. The position oversees permanent and seasonal employees and reports to the Parks and Recreation Director. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience:

1. High school diploma or GED equivalent.
2. Knowledge and experience in park operations and maintenance principals, methods and techniques.
3. Have knowledge and experience to lead and oversee department employees.
4. Knowledge of purchasing procedures.
5. Operate a wide variety of mechanical tools and equipment.
6. Understand and follow oral and written instruction.
7. Establish and maintain effective working relationships with employees and the general public.

B. Special Qualifications Required or Desired: Possess a valid Wisconsin driver license and a valid Wisconsin CDL. Person in this position must have three (3) years of park operations or related experience or any combination of training and education that will provide the required knowledge, skills, and abilities to perform adequately in the Lead Workers position

C. Essential Functions:

1. Plan as well as oversee and assist in construction phases of park and facility improvements, i.e., new shelters, roofing projects masonry work and ball field work.
2. Make inspections and tours of areas, facilities & equipment to determine safety & maintenance needs.
3. Oversee and assist in the maintenance of grounds, athletic, recreational, and park facilities including buildings and shelters, playground equipment and trails.
4. Assist in the physical operations of the swimming pool including the repair & maintenance of pumps, filters, chemical feeders, water testing and general repair.

5. Oversees and participates in the work of horticultural, forestry and landscaping projects such as tree planting, trimming, disease control, seeding, fertilizing, sodding and aerating of turf.
6. Able to operate all department vehicles, equipment and tools
7. Oversees and assist in the repair and maintenance of all department equipment.
8. Schedules, oversees, trains, leads, motivates, evaluates, monitors and disciplines subordinates according to procedures
9. Attend continuing education programs for the upgrading of job knowledge and performance.
10. Mow grass, paint and groom ball fields.
11. Assist the department of public works when needed.
12. Oversees and assist in winter plowing operations of sidewalks. May assist with street plowing if needed.
13. Perform all legal functions as assigned by competent authority.

D. Physical Requirements: While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to handle, feel, or operate objects, tools, or controls. The employee is occasionally required to sit, climb, stoop, kneel, crouch, or crawl and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

E. Working Conditions: This position involves mostly outdoor activities with exposure to sun and warm and sometimes extremely cold conditions on a daily basis. Indoor work is also required. Person may be exposed to liquid chlorine at the swimming pool and work in a below ground, but well ventilated atmosphere.

F. Equipment Used in Performance of Job Tasks: Power & hand tools, mechanical tools including jacks, air tools & hydraulic lifts, push and riding mowers, automatic and standard transmission trucks and other vehicles, tractors, paint sprayers, brush hog, sod cutter, other small maintenance equipment.

G. Other Positions This Employee Would Routinely Supervise: Volunteers

H. Supervision Received: Works at the direction of the Park and Recreation Director.

J. Other Comments/Requirements: These duties listed above are intended only as illustrations of the type of work that may be performed and is not to be considered all inclusive. The omission of the specific statements of duties does not exclude them from

the position if the work is similar, related, or constitutes a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position is subject to pre-employment and random drug and alcohol screening.

City of Reedsburg – Job Description

Position No. 6-04

Title: Laborer

Department: Parks

Review Date: January 7, 2020

General Description of Duties: Responsible for the general repairs and maintenance duties as specified by the Parks and Recreation Director or Lead Worker. The laborer is to assist other department personnel in the day to day activities of the Parks Department. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience:

1. High School Diploma or GED equivalent.
2. General knowledge of construction, concrete, and asphalt.
3. Experience in Parks or a related field preferable.

B. Special Qualifications Required or Desired:

1. Possession and maintenance at all times of a valid Wisconsin driver's license with CDL endorsements. Good driving record.
2. Must be able to take orders with follow thru to completion, and work well with others.
3. Must be able to follow all safety requirements and City policies.
4. Must maintain a good working relationship with the public at all times.

C. Essential Functions:

1. Assist with construction projects in parks and recreation facilities.
2. Mows and maintains park and open space areas including athletic fields.
3. Prepares and maintains athletic fields including baseball/softball, tennis, volleyball, etc.
4. Snow plowing and shoveling of sidewalks.
5. Assist with maintenance of municipal swimming pool
6. Perform routine maintenance of park restrooms and other park facilities.
7. Performs routine maintenance on lawn, snow removal and power equipment
8. Operates jackhammers tractors, mowers, welders, trucks, washers, and other equipment as needed.
9. Carries out seeding, fertilizing, top dressing, soil conditioning, watering, and the pest/weed control of parks and open spaces, plus athletic fields.
10. Perform all legal functions as assigned by competent authority.

D. Additional Functions:

1. Color perception and discrimination.

2. Sound perception and discrimination.
3. Odor perception and discrimination.
4. Depth perception and discrimination.
5. Texture perception and discrimination.
6. Visual perception and discrimination.
7. Oral communications ability.

E. Physical Requirements: Employee is required to lift heavy objects in excess of 50 lbs. on a regular basis or move 100lbs. Must be able to operate motorized equipment and power tools. Employee must be able to stand or sit for long periods of time while performing operations and other duties as assigned.

F. Working Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is frequently required to sit or stand, talk and/or hear. Occasionally required to walk, use both hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. Also frequently required to stand for long periods, crouch, bend, stoop, and navigate tight spaces.

Work is performed both indoors and/or outdoors in extreme weather conditions including heat or cold, rain and/or snow, and wind conditions. Position often times requires physical exertion. Frequently interacts with consumers, employees and occasionally contractors via verbal communication. May be required to assist in equipment maintenance or construction work. Employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

G. Equipment Used in Performance of Job Tasks:

1. Pick-up trucks.
2. One-ton dump truck.
3. Lawn and landscaping equipment
4. Snow removal equipment.
5. Turf maintenance equipment.

H. Other Positions This Employee Would Routinely Supervise: Possibly seasonal employees

I. Supervision Received: Lead worker or Parks and Recreation Director.

J. Other Comments/Requirements: These duties listed above are intended only as illustrations of the type of work that may be performed and is not to be considered all

inclusive. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related, or constitutes a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position is subject to pre-employment and random drug and alcohol screening.

City of Reedsburg – Job Description

Position No. 6-05

Title: Seasonal Park Maintenance

Department: Parks

Review Date: January 7, 2020

General Description of Duties: Responsible for the general repairs and maintenance duties as specified by the Parks and Recreation Director or Lead Worker. The laborer is to assist other department personnel in the day to day activities of the Parks Department. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience:

1. Must be able to lift 50 pounds.
2. Must be able to work in all weather conditions.
3. Must be able to work independently under little direct supervision.

B. Special Qualifications Required or Desired:

1. Possession and maintenance at all times of a valid Wisconsin driver's license with good driving record.
2. Must be able to take orders with follow thru to completion, and work well with others.
3. Must be able to follow all safety requirements and City policies.
4. Must maintain a good working relationship with the public at all times.
5. Experience in mowing, landscape activities, athletic field preparation preferred.
6. Experience in operation of power equipment including push and riding mowers, leaf blowers, weed eaters and other small equipment preferred.

C. Essential Functions:

1. Clean and maintain park facilities.
2. Prep athletic fields (ball diamonds) as directed by Supervisor.
3. Visually inspect park facilities & equipment for problems and report concerns to supervisor when needed.
4. Promote and maintain a safe and healthy work environment.
5. Enforce park ordinances and deter public from inappropriate behavior.
6. Landscape and turf care to include: mowing, trimming, raking, planting shrubbery and flowers, dragging ball fields, irrigation, fertilizer application, brush removal, etc.
7. Facility maintenance including: cleaning restrooms, shelters and other building, repairing playground equipment and replacing surfacing, painting, assisting with building projects.
8. Perform all legal functions as assigned by competent authority.

D. Additional Functions:

1. Color perception and discrimination.
2. Sound perception and discrimination.
3. Odor perception and discrimination.
4. Depth perception and discrimination.
5. Texture perception and discrimination.
6. Visual perception and discrimination.
7. Oral communications ability.

E. Physical Requirements: Employee is required to lift heavy objects in excess of 50 lbs. on a regular basis or move 100lbs. Must be able to operate motorized equipment and power tools. Employee must be able to stand or sit for long periods of time while performing operations and other duties as assigned.

F. Working Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is frequently required to sit or stand, talk and/or hear. Occasionally required to walk, use both hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. Also frequently required to stand for long periods, crouch, bend, stoop, and navigate tight spaces.

Work is performed both indoors and/or outdoors in extreme weather conditions including heat or cold, rain and/or snow, and wind conditions. Position often times requires physical exertion. Frequently interacts with consumers, employees and occasionally contractors via verbal communication. May be required to assist in equipment maintenance or construction work. Employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

G. Equipment Used in Performance of Job Tasks:

1. Pick-up trucks.
2. One-ton dump truck.
3. Lawn and landscaping equipment
4. Snow removal equipment.
5. Turf maintenance equipment.

H. Other Positions This Employee Would Routinely Supervise: none.

I. Supervision Received: Lead worker or Parks and Recreation Director.

J. Other Comments/Requirements: These duties listed above are intended only as illustrations of the type of work that may be performed and is not to be considered all inclusive. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related, or constitutes a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position is subject to pre-employment and random drug and alcohol screening.

Title: Fire Inspector

Department: Fire

Review Date: January 7, 2020

POSITION IN BRIEF: This position responds to emergency and non-emergency incidents required of the Reedsburg Fire Department to conduct fire prevention inspections in accordance with applicable administrative rules, laws, and ordinances and in accordance with Department policies and guidelines. There is a one-year probationary period, exclusive of the probationary period for a Firefighter.

In addition to the primary duties and responsibilities of being a Fire Inspector, this position also must perform the duties and responsibilities of a Paid-on-Call Firefighter (see duties and responsibilities section). Performs the duties and activities required by City codes and ordinances, State Statutes, and Administrative Rules and Policies and Procedures of the Department or special instruction of the Fire Chief.

I. Essential Knowledge, Skills, and Experience

As Fire Inspector:

- A. Conduct routine, follow-up, enforcement, and special prevention inspections as assigned.
- B. Demonstrate knowledge of the method of performing fire prevention inspections.
- C. Prepare reports of inspection activities according to department policy and procedures.
- D. Participate in public fire safety education programs for civic, fraternal, educational, institutional, or industrial organizations and agencies.
- E. Participate, when assigned, in local, regional, and state conferences and seminars relating to fire inspection and prevention to maintain a continuing level of professional and technical competence.
- F. Is knowledgeable in areas of fire inspections, fire prevention, and building construction.

As Paid-on-Call Firefighter:

- A. Respond to emergency and non-emergency incidents required of the Reedsburg Fire Department in accordance with department standards.
- B. Respond to fires and other types of emergency incidents. The firefighter must be able to perform the functions required at emergency incidents, including combating and extinguishing fires.
- C. Obtain extensive training in the operation of apparatus, tools, and equipment, and performances of hazardous tasks under emergency conditions, which may require strenuous exertion under such disabilities as heat, smoke, and cramped surroundings.
- D. Complete written reports on fire scene activities.
- E. Follow the proper chain of command within the Department.
- F. Deal with high stress situations.
- G. Use and apply extrication equipment (with training).
- H. Drive, operate, and pump Department apparatus (with training).

- I. Participate in non-firefighting activities as required by Department guidelines.
- J. Maintain all department issued equipment in good working condition.

II. Special Qualifications Required or Desired

Desired Minimum Qualifications:

- A. Must know fire prevention practices and procedures.
- B. Must know fire prevention codes, ordinances, and building codes.
- C. Ability to establish and maintain effective working relationships with officers and members of the Fire Department, State Officials, municipal officials, and the public.
- D. Ability to communicate effectively, both verbally and in written form.
- E. Must have received safety training for equipment and firefighting procedures.
- F. Must have field experience in this line of work.
- G. Ability to perform routine tasks that require a capacity to intermittently sit, stand, walk, bend, and lift moderately heavy objects (25-30 pounds).
- H. Ability to perform tasks associated with responding to fire alarms and other calls for assistance that require a capacity to lift heavy objects (50-100 pounds) unassisted and larger objects (more than 100 pounds) with assistance.
- I. Ability to raise and climb ladders, including the aerial ladder, up to 105 feet high.
- J. Ability to use hose lines, firefighting tools, and other equipment requiring a moderate to high degree of physical strength or manual dexterity under emergency conditions.
- K. Must have knowledge of the location of city streets.

Education and Experience:

- A. Must have acquired training gained through participation in fire prevention seminars, courses, previous inspection work, and other building code training courses along with any firefighter training, equivalent to possession of an Associate's Degree.
- B. Between one and three years of experience in the Fire Service.

III. Essential Functions

- A. Plan, organize, staff, direct, and control the operations of the fire department.
- B. Coordinate department activities with the Mayor, the City Administrator, the Common Council, the Police and Fire Commission, other boards, commissions, and committees.
- C. Regularly attends Police and Fire Commission meetings and attends city staff meetings, as needed.
- D. Provide a channel of communication between the fire department and other agencies.
- E. Compile and submit department monthly activity reports to the Common Council and Police and Fire Commission.
- F. Establishes departmental policies and standard operating procedures to ensure effectiveness, efficiency and safety.
- G. Prepares and presents the annual operating and capital budget; directs the implementation of the departmental budget; controls expenditures within budget.
- H. Implements the national incident management system and incident command.

- I. Function as custodian of records for the fire department.
- J. Responds to alarms and may direct activities at the scene of major emergencies.
- K. Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.
- L. Establishes training goals; directs the operation of departmental in-service training activities; evaluates effectiveness of training program.
- M. Evaluates the need for repair of existing equipment and the purchase of new apparatus and equipment; prepares bid specifications; requisitions equipment and supplies.
- N. Assure public and internal accountability for the resources allocated.
- O. Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- P. Perform all legal functions as assigned by competent authority.

IV. Certification and Licenses:

- A. Must be certified as a firefighter Level I or capable of completing certification training to meet that level.
- B. Possess or become certified as a Fire Inspector Level I when made available.
- C. Possess or become certified as a Commercial Building Inspector by the State of Wisconsin's Department of Commerce when made available.
- D. Must possess a Wisconsin Driver's License.

Tools and Equipment Used:

Office Related: Personal computer, telephone, copy machine, fax machine, postage meter, laser printer, 10-key calculator, assorted computer programs including the Microsoft Suite and other report-based programs.

Field (On-Call) Related: Standard firefighter equipment such as (but not limited to) Self-Contained Breathing Apparatus (SCBA), protective devices such as SCBA face mask, fire resistant clothing, helmet, goggles, boots, and gloves as well as firefighting vehicles.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit, talk, and hear. The employee is further required to walk; use hands to finger; handle or operate objects, tools, or controls; reach with hands and arms; and bend and stoop.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is moderate. When classrooms of students visit, it can be noisy.

As a firefighter, it is necessary to enter confined spaces with appropriate personal protective equipment. In addition, performing position-related tasks may expose the firefighter to machinery and its moving parts, toxic gases, chemicals, smoke, heat, and hazardous materials. Work is often performed outdoors in extreme cold or inclement weather and under conditions that may contribute to emotional as well as physical stress.

OTHER POSITIONS THIS EMPLOYEE WOULD ROUTINELY SUPERVISE:

None

Title: City Administrator**Department: Administrative Services****Review Date: January 7, 2020**

General Description of Duties: The administrator, subject to the limitations defined in resolutions and ordinances of the City of Reedsburg and Wisconsin State Statutes, shall be the chief administrative officer of the city, responsible only to the mayor and the council for the proper administration of the business affairs of the city, pursuant to the statutes of the State of Wisconsin, the ordinances of the City of Reedsburg, and the resolutions and directives of the council, with power and duties as follows:

(A) GENERAL DUTIES

1. Carry out directives of the mayor and council that require administrative implementation, reporting promptly to the mayor and council any difficulties encountered herein;
2. Be responsible for the administration of all day-to-day operations of the city government including the monitoring of all city ordinances, resolutions, council meeting minutes and state statutes;
3. Prepare a plan of administration, including an organization chart, which defines authority and responsibility for all non-statutory positions of the city; and submit it to the city council for adoption as the official organization and administrative procedure plan for the city;
4. Establish when necessary administrative procedures to increase the effectiveness and efficiency of city government according to current practices in local government, not inconsistent with paragraph 3 above or directives of the mayor and council;
5. Serve as ex-officio nonvoting member of all boards, commissions and committees of the city, except as specified by the council or Wisconsin State Statutes;
6. Keep informed concerning current federal, state, and county legislation and administrative rules affecting the city and submit appropriate reports and recommendations thereon to the council;
7. Keep informed concerning the availability of federal, state and county funds for local programs. Assist department heads and the council in obtaining these funds under the direction of the mayor and the council;
8. Represent the city in matters involving legislative and inter-governmental affairs as authorized and directed as to that representation by the mayor and council;
9. Act as public information officer for the city with the responsibility of assuring that the news media are kept informed about the operations of the city and that all open meeting rules and regulations are followed;
10. Establish and maintain procedures to facilitate communications between citizens and city government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to assure that all such matters are expeditiously resolved;
11. Promote the economic well-being and growth of the city through public and private section cooperation;

12. Relay information to the Mayor, Council and media in a professional manner.
13. All other reasonable duties assigned.

(B) RESPONSIBILITIES TO THE CITY COUNCIL

1. Attend all meetings of the council, assisting the mayor and the council as required in the performance of their duties;
2. In coordination with the mayor, the council, and the clerk, ensure that appropriate agendas are prepared to all meetings of the council, all council committees, and all other appropriate committees and commissions of the city, together with such supporting material as may be required; with nothing herein being construed as to give the administrator authority to limit or in any way prevent matters from being considered by the council, or any of its committees and commissions;
3. Assist in the preparation of ordinances and resolutions as requested by the mayor or the council, or as needed;
4. Keep the mayor and council regularly informed about the activities of the administrator's office by oral or written report at regular and special meetings of the council;
5. In the event that action normally requiring council approval is necessary at a time when the council cannot meet, the administrator shall receive directives from the mayor.

(C) PERSONNEL

1. Be responsible for the administrative direction and coordination of all employees of the city according to the established organization procedures;
2. Recommend to the council the appointment, promotion, and when necessary for the good of the city, the suspension or termination of department heads;
3. In consultation with the appropriate department head, be responsible for the appointment, promotion, and when necessary for the good of the city, the suspension of employees below the department head level;
4. Assist in labor contract negotiations and collective bargaining issues;
5. Work closely with department heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for requests by employees to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities.
6. In consultation with the appropriate department head, be responsible for the termination of seasonal and part-time employees.

(D) BUDGETING AND PURCHASING

1. Be responsible for the preparation of the annual city budget, in accordance with guidelines as may be provided by the city council and in coordination with department heads, and pursuant to state statutes, for review and approval by the mayor and the council;
2. Administered the budget as adopted by the council;
3. Report regularly to the council on the current fiscal position of the city;
4. Supervise the accounting system of the city and insure that the system employs methods in accordance with current professional accounting practices;
5. Serve as the purchasing agent for the city, supervising all purchasing and contracting for supplies and services, subject to the purchasing procedures established by the council and any limitation contained in the Wisconsin State Statutes.

Essential Knowledge, Skills and Expertise:

(A) Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community/economic development;

(B) Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs; skill in operating the listed tools and equipment;

(C) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to effectively communicate - both verbally (including clear speaking voice for phone dialogs and public presentations) and in writing;; ability to establish and maintain effective working relationships with employees, city officials and the public; ability to efficiently and effectively administer a municipal government.

Special Qualifications Required or Desired: Graduation from an accredited four-year college or university with a degree in public administration, political science, personnel management, business management or a closely related field. Master's Degree in Public Administration. At least five (5) years of experience as a municipal administrator in a similarly sized City. ICMA Credentialed Manager preferred.

Physical Requirements: possess the abilities to read and write well, speak plainly and listen well to customers, co-workers and elected officials. May sit for 2-3 hours at a time in meetings or at workstation. Operate basic office equipment.

May lift and carry papers and documents that occasionally weigh 10-20 pounds. May be required to drive a standard automobile in the performance of duties.

Working Conditions: The duties are principally performed at the City Hall in an office environment that is relatively clean of odors, smells and dirt. May experience some distracting office and conversational noises.

Equipment Used in Performance of Job Tasks: Standard office equipment includes: computers, adding machines, calculators, fax machines, telephones, copiers and others. Must be willing to train others on operating such equipment.

Other Essential Functions:

Perform all legal functions as assigned by competent authority

Other Positions This Employee Would Routinely Supervise: Department Heads, Office Staff.

Supervision Received: Supervised by the Mayor and City Council.

****Chapter 115 codifies the functions of this position.**

City of Reedsburg – Job Description

Position No. 1-02

Title: Clerk-Treasurer/Finance Director

Department: Administrative Services

Review Date: January 27, 2020

General Description of Duties: Perform the statutory functions and duties assigned to the Clerk-Treasurer by city ordinance.

Direct and operate the functions of bookkeeping, accounting and elections for the City. Supervise preparation of the payroll, accounts receivable and accounts payable, special assessments, elections, receipts and deposits. Invest public funds. Prepare the treasurer's report. Take and prepare minutes of the City Council and other boards, commissions and committees as required. Assemble packets of information for City Council and other meetings. Post related agendas to the city's website. Assist in preparing general fund budget and other related budgets. Prepare and submit tax grant application and related reports. Assist with other grant applications and related reports. Calculate, collect and balance taxes. Create adjusting journal entries. Prepare for elections, setup and related reports. Handle annexation notices as required by statute. Maintain records assigned as custodian and advise other department heads on record retention requirements. Assist other departments, Alderpersons, City Administrator, Mayor and City Attorney as necessary for the good of the city. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience: Thorough knowledge of municipal clerk and treasurer responsibilities is required. Specific skill areas include: record retention requirements, investment practices of municipal corporations, election laws, public record and open meeting statutes, general municipal laws and practices, proficiency in Windows Office software, specifically Word and Excel and SVRS Election software. Knowledge of accounting principles and practices is also required.

Considerable experience is required in the following areas: fund accounting, payroll preparation, bookkeeping, preparation of minutes and records of meetings, issuance of permits and licenses, voter registration, conducting elections, handling large sums of cash and checks accurately, grant applications and other related necessary paperwork, and working with complex procedures and policy matters within an organization.

B. Special Qualifications Required or Desired: Certification as a Municipal Clerk and Municipal Treasurer or working toward such certifications.

C. Essential Functions:

1. Supervise bookkeeping, payroll, accounts payable and receivable and perform those functions if necessary. Prepare adjusting journal entries.
2. Invest public funds, transfer between accounts and wire money for debt payments.
3. Bill for special assessments and prepare entries for the tax roll of delinquent special assessment and other charges as allowed by law.
4. Assemble information packets for meetings of the City Council and other bodies as required and post agendas to the city's website.
5. Attend meetings of the City Council and other bodies, unless excused. Take, prepare and maintain minutes of meetings as required and post minutes to the city's website.
6. Calculate, collect and balance taxes.
7. Register voters, conduct elections and enter data into the WisVote software system.
8. Train and supervise office staff to perform appropriate tasks.
9. Issue licenses and permits.
10. Operate Windows office software such as Word and Excel programs as well as specialized software for bookkeeping and accounting functions.
11. Coordinate all audit processes with the designated accounting firm.
12. Perform all legal functions as assigned by competent authority.

D. Additional Functions:

1. Attend department head and staff meetings.
2. Participate in training and professional organization activities.
3. Assist in the evaluation of new office equipment.
4. Develop new office procedures that will increase efficiency and improve service to customers.

E. Physical Requirements: Possess the abilities to read and write well, speak plainly and listen well to customers, co-workers and supervisors. May sit for 2-3 hours at a time in meetings or at workstation. Operate basic office equipment.

May lift and carry papers and documents that occasionally weigh 10-20 pounds. May be required to drive a standard automobile in the performance of duties.

F. Working Conditions: The duties are principally performed at the city hall in an office environment that is relatively clean of odor, smells, and dirt. May experience some distracting office and conversational noises.

G. Equipment Used in Performance of Job Tasks: Standard office equipment includes: computers, adding machines, calculators, fax machines, telephones, copiers and others. Must be willing to be trained and train others on operating such equipment.

H. Other Positions This Employee Would Routinely Supervise:

All staff within the Department of Administrative Services including positions such as Deputy Clerk-Treasurer I and II, Administrative Assistant, Receptionist, Court Clerk/Block Grant Coordinator and other similar positions that may be created and assigned to this department.

I. Supervision Received: Supervised by the City Administrator.

J. Other Comments/Requirements:

City of Reedsburg – Job Description

Position No. 1-03

Title: Deputy Clerk-Treasurer II

Department: Administrative Services

Review Date: January 27, 2020

General Description of Duties: Perform duties assigned by the Clerk-Treasurer and assist other departments, Alderpersons, City Administrator, Mayor and City Attorney as necessary for the good of the city. Must prepare and process reports for local and other governmental agencies. Interact with general public, vendors and other professional agencies. Accurate accounting and organizational skills are essential. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience: Thorough knowledge of general office procedures is required. Specific skill areas include: proficiency in Windows Office software, specifically Word and Excel. Ability to interact professionally with the public. Experience in payroll, accounts receivable and accounts payable. Knowledge of general accounting principles and practices is also required.

Considerable experience is required in the following areas: payroll preparation, bookkeeping, preparation of minutes and records of meetings, handling large sums of cash and checks accurately and working with complex procedures and policy matters within an organization.

B. Special Qualifications Required or Desired: Certification as a Municipal Clerk and/or Municipal Treasurer is required.

C. Essential Functions:

There are currently two Deputy Clerk-Treasurer positions that share the following duties:

- Prepare and mail agendas and minutes for assigned committees.
- Send public notices required for Zoning and City Plan meetings.
- Assist with reception duties by answering phones and providing services at the front counter, including entering receipts, issuing dog and cat licenses, collecting taxes, collecting fines for municipal court, registering people for Recreation Programs, selling WPRA tickets, answering general questions and directing people to proper department heads when necessary.
- Balance assigned general ledger accounts on a monthly basis.
- Maintain files and transfer at end of year.
- Balance cash drawer daily.

- Reconcile bank statements and prepare Treasurer's Report.
- Complete and file monthly State Sales Tax return.
- Oversee updates and changes to accounting software and work with vendor to implement.
- Payroll duties bi-weekly include input sheets from time cards, processing and posting of prepared information.
- Prepare and file required payroll reports to Federal, State and other agencies on monthly, quarterly and annual basis.
- Review, maintain and update the City's website content. Add agenda and minutes as needed.
- Update, distribute and post to website changes to Municipal Codebook at least twice a year.
- Maintain personnel records and updates.
- Process all FMLA paperwork
- Manage Workers' Comp claims and complete and file annual report
- Manage clothing allowance records for Police Department
- Process received AP bills, check balances and distribute to department heads. Twice monthly input, balance and process AP payments to vendors.
- Assist Clerk with election process: register voters, prepare and mail absentee ballots, input and update voter data in WisVote, prepare voter lists and poll lists for all elections, update lists after each election, and assist in election worker training.
- Perform all legal functions as assigned by competent authority.

D. Additional Functions:

- Post and drop off mail on a rotating basis.
- Work with auditors furnishing information and reports as needed.
- Attend meetings and classes pertaining to job duties to remain current on changes in regulations and practices.
- Act as back-up when Receptionist/Administrative Assistant not available.
- Make bank deposits and various errands daily.
- Act as back-up for Municipal Court Clerk and CDBG Coordinator as needed.
- Attend meetings, take minutes and perform required duties in Clerk's absence.
- Prepare operator, liquor and transient merchant licenses.

E. Physical Requirements: Possess the abilities to read and write well, speak plainly and listen well to customers, co-workers and supervisors. May sit for 2-3 hours at a time in meetings or at workstation. Operate basic office equipment.

May lift and carry papers and documents that occasionally weigh 10-20 pounds. May be required to drive a standard automobile in the performance of duties.

F. Working Conditions: The duties are principally performed at the city hall in an office environment that is relatively clean of odor, smells, and dirt. May experience some distracting office and conversational noises.

G. Equipment Used in Performance of Job Tasks: Standard office equipment includes: computers, adding machines, calculators, fax machines, telephones, copiers and others. Must be willing to be trained and train others on operating such equipment.

H. Other Positions This Employee Would Routinely Supervise:
None.

I. Supervision Received: Supervised by the Clerk-Treasurer

J. Other Comments/Requirements:

City of Reedsburg – Job Description

Position No. 1-04

Title: Deputy Clerk-Treasurer I

Department: Administrative Services

Review Date: January 27, 2020

General Description of Duties: Perform duties assigned by the Clerk-Treasurer and assist other departments, Alderpersons, City Administrator, Mayor and City Attorney as necessary for the good of the city. Must prepare and process reports for local and other governmental agencies. Interact with general public, vendors and other professional agencies. Accurate accounting and organizational skills are essential. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience: Thorough knowledge of general office procedures is required. Specific skill areas include: proficiency in Windows Office software, specifically Word and Excel. Ability to interact professionally with the public. Experience in payroll, accounts receivable and accounts payable. Knowledge of general accounting principles and practices is also required.

Considerable experience is required in the following areas: payroll preparation, bookkeeping, preparation of minutes and records of meetings, handling large sums of cash and checks accurately and working with complex procedures and policy matters within an organization.

B. Special Qualifications Required or Desired: Must be willing to begin training for Certification as a Municipal Clerk and/or Municipal Treasurer.

C. Essential Functions:

There are currently two Deputy Clerk-Treasurer positions that share the following duties:

- Prepare and mail agendas and minutes for assigned committees.
- Send public notices required for Zoning and City Plan meetings.
- Assist with reception duties by answering phones and providing services at the front counter, including entering receipts, issuing dog and cat licenses, collecting taxes, collecting fines for municipal court, registering people for Recreation Programs, selling WPRA tickets, answering general questions and directing people to proper department heads when necessary.
- Balance assigned general ledger accounts on a monthly basis.
- Maintain files and transfer at end of year.
- Balance cash drawer daily.

- Reconcile bank statements and prepare Treasurer's Report.
- Complete and file monthly State Sales Tax return.
- Oversee updates and changes to accounting software and work with vendor to implement.
- Payroll duties bi-weekly include input sheets from time cards, processing and posting of prepared information.
- Prepare and file required payroll reports to Federal, State and other agencies on monthly, quarterly and annual basis.
- Review, maintain and update the City's website content. Add agenda and minutes as needed.
- Update, distribute and post to website changes to Municipal Codebook at least twice a year.
- Maintain personnel records and updates.
- Process all FMLA paperwork
- Manage Workers' Comp claims and complete and file annual report
- Manage clothing allowance records for Police Department
- Process received AP bills, check balances and distribute to department heads. Twice monthly input, balance and process AP payments to vendors.
- Assist Clerk with election process: register voters, prepare and mail absentee ballots, input and update voter data in WisVote, prepare voter lists and poll lists for all elections, update lists after each election, and assist in election worker training.
- Perform all legal functions as assigned by competent authority.

D. Additional Functions:

- Post and drop off mail on a rotating basis.
- Work with auditors furnishing information and reports as needed.
- Attend meetings and classes pertaining to job duties to remain current on changes in regulations and practices.
- Act as back-up when Receptionist/Administrative Assistant not available.
- Make bank deposits and various errands daily.
- Act as back-up for Municipal Court Clerk and CDBG Coordinator as needed.
- Attend meetings, take minutes and perform required duties in Clerk's absence.
- Prepare operator, liquor and transient merchant licenses.

E. Physical Requirements: Possess the abilities to read and write well, speak plainly and listen well to customers, co-workers and supervisors. May sit for 2-3 hours at a time in meetings or at workstation. Operate basic office equipment.

May lift and carry papers and documents that occasionally weigh 10-20 pounds. May be required to drive a standard automobile in the performance of duties.

F. Working Conditions: The duties are principally performed at the city hall in an office environment that is relatively clean of odor, smells, and dirt. May experience some distracting office and conversational noises.

G. Equipment Used in Performance of Job Tasks: Standard office equipment includes: computers, adding machines, calculators, fax machines, telephones, copiers and others. Must be willing to be trained and train others on operating such equipment.

H. Other Positions This Employee Would Routinely Supervise:
None.

I. Supervision Received: Supervised by the Clerk-Treasurer

J. Other Comments/Requirements:

City of Reedsburg – Job Description

Position No. 1-05

Title: Accounting Assistant

Department: Administrative Services

Review Date: January 27, 2020

General Description of Duties: Perform duties assigned by the City Clerk-Treasurer and assist other departments and Department Heads as necessary for the good of the city. Must prepare and process reports for local and other governmental agencies. Interact with general public, vendors and other professional agencies. Accurate accounting and organizational skills are essential. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience: Thorough knowledge of general office procedures is required. Specific skill areas include: proficiency in Windows Office software, specifically Word and Excel. Ability to interact professionally with the public. Experience in payroll, accounts receivable and accounts payable. Knowledge of general accounting principles and practices is also required.

Considerable experience is recommended in the following areas: payroll preparation, bookkeeping, working with computer systems, handling large sums of cash and checks accurately and working with complex procedures and policy matters within an organization.

B. Special Qualifications Required or Desired: Must have two year degree in accounting or equivalent experience. Must have a high degree of computer literacy. Requires significant knowledge of generally accepted financial management and accounting principles and practices, and demonstrated experience in applying them to address short and long-term financial goals and issues.

C. Essential Functions:

- Payroll duties bi-weekly include input, processing and posting of prepared information.
- Bi-weekly input, balance and process AP payments to vendors.
- Make bank deposits daily.
- Balance assigned general ledger accounts on a monthly basis.
- Complete and file monthly State Sales Tax return.
- Oversee updates and changes to accounting software and work with vendor to implement. Check out and create allocation entries monthly.
- Maintains accounts payable, the general ledger, payroll, and accounts receivable systems; as well as processes year end reports.

- Creating adjusting Journal Entries as necessary, with approval from Clerk-Treasurer.
- Assists with preparation of the Treasurer's report, balance sheets, and income statements.
- Processed miscellaneous receivables
- Coordinates City financial and human resources data with Utility Staff as required
- Reconcile room tax collections and reports.
- Assists in the collection of delinquent personal property tax accounts.
- Track fixed asset changes during the year and report to Auditors.
- Assists in the preparation of the annual budget and tax roll
- Annually prepare weights and measure fee distribution.
- Fill out credit application for new vendors and tax exempt certificates.
- Perform all legal functions as assigned by competent authority.

D. Additional Functions:

- Post and drop off mail on a rotating basis.
- Work with auditors, financial advisors and bond counsel furnishing information and reports as needed.
- Attend meetings and classes pertaining to job duties to remain current on changes in regulations and practices.
- Assist with reception duties by answering phones and providing services at the front counter, including issuing dog and cat licenses, registering people for Recreation Programs, answering general questions and directing people to proper department heads when necessary.
- Assist Clerk-Treasurer with preparation and distribution of agendas and minutes of committees.
- Serves as a backup to the Deputy Clerk-Treasurers for accounts payable/receivable and payroll
- Assisting Public Works on – Capital Project tracking
- Assists in tracking Coty Taxi Cab (Transit) Operations
- Other duties as assigned.

E. Physical Requirements: Possess the abilities to read and write well, speak plainly and listen well to customers, co-workers and supervisors. May sit for 2-3 hours at a time in meetings or at workstation. Operate basic office equipment.

May lift and carry papers and documents that occasionally weigh 10-20 pounds. May be required to drive a standard automobile in the performance of duties.

F. Working Conditions: The duties are principally performed at the city hall in an office environment that is relatively clean of odor, smells, and dirt. May experience some distracting office and conversational noises.

G. Mental Requirements:

- Analytical Skills- Ability to identify problems and opportunities, review possible alternative courses of action, and utilize available information resources when making decisions.
- Problem Solving Skills- Ability to develop feasibly realistic solutions to problems, recommend actions designed to prevent problems from occurring, and refer problems to upper management when necessary.
- Planning & Organizational Skills- Ability to develop long range plans, solve complex problems, take advantage of opportunities, and establish systematic methods of accomplishing goals.
- Communications Skills- Ability to clearly, effectively, and coherently convey ideas and information both in written and oral form of the English language. Must be comfortable presenting information to groups on a regular basis. Ability to develop and maintain good working relationships with contractors, community members, elected officials and regulatory personnel.
- Reading Ability- Ability to effectively read and understand information.
- Mathematical Ability- Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator.
- Time Management- Ability to set priorities in order to meet assignment deadlines.

H. Equipment Used in Performance of Job Tasks: Standard office equipment includes: computers, adding machines, calculators, fax machines, telephones, copiers and others. Must be willing to be trained and train others on operating such equipment.

I. Other Positions This Employee Would Routinely Supervise:

None.

J. Supervision Received: Supervised by the City Clerk-Treasurer

K. Other Comments/Requirements:

City of Reedsburg – Job Description

Position No. 1-07

Title: Court Clerk

Department: Municipal Court/Administrative Services

Estimated Hours: Full Time; 40 Hours Per Week

Review Date: January 27, 2020

General Description of Duties: Under the general supervision of the Municipal Judge and daily supervision of the City Clerk-Treasurer, this position is responsible for advanced record keeping for court-related activities. The employee attends initial appearances arraignments and pre-trials and prepares citations and stipulations for court, collects monies, type transcripts and maintains a variety of court-related records and files. The employee responds to inquiries and complaints with extensive public contact and communications over the telephone, email or in person. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience:

- Skill in the operation of general office equipment.
- Ability to exercise mature judgment and confidentiality.
- Ability to maintain accurate court records and minutes.
- Ability to establish and maintain effective working relationships with judges, attorneys, employees and the general public.
- Ability to effectively interact with City officials, court personnel and the public.
- Ability to accurately type 60 wpm.
- Ability to handle stress.

B. Special Qualifications Required or Desired:

- Minimum of two (2) years of progressively responsible clerical experience involving computer and word processing operations (preferably within a court or legal office); or an equivalent combination of training.
- Knowledge of the common law and of City, County, State and Federal laws and precedents (desired).
- Knowledge of judicial procedures and the rules of evidence (desired).
- Knowledge of overall court procedures and practices, statutes and ordinances (desired).

C. Essential Functions:

- Prepares citations, subpoenas and warrants; maintains City and State log books; collects monies and writes receipts; makes computer entries.
- Generates and submits preliminary commitment list and pulls related files; inserts docket sheets.

- Maintains records of legal papers including commitments, court proceedings, disposition sheets, warrants, suspensions, citations and subpoenas; files various legal papers.
- Prepares typed disposition sheets and minutes for twice monthly court proceedings; types pleadings and transcripts of trials.
- Responds to inquiries and complaints, both in person and by telephone.
- Assists with locating prior conviction information from law enforcement agencies.
- Attends hearings, initial appearances and pre-trials; schedules and reschedules trials, hearings, arraignments, pre-trials and motions as needed. Prepares, amends and files court dockets; notifies attorneys, defendants and complainants of court date changes.
- Fills out forms and prepares abstracts and licenses.
- Perform all legal functions as assigned by competent authority.

D. Additional Functions:

- Maintains an adequate inventory of office supplies and related materials.
- Processes invoices for approval of payment.
- Responds to open records inquiries and requests.
- Performs various monthly bookkeeping duties along with the preparation of report to State of Wisconsin.
- Collects past due monies through the Wisconsin Department of Revenue Tax Interception Program.
- Performs any other work related duties assigned by the Municipal Court Judge or City Clerk-Treasurer.
- Perform routine adjusting journal entries.
- Balance assigned accounts on a monthly basis.
- Supervise and coordinate the Teen Court processes.

E. Physical Requirements: Possess the abilities to read and write well, speak plainly and listen well to customers, co-workers and supervisors. May sit for 2-3 hours at a time in meetings or at workstation. Operate basic office equipment.

May lift and carry papers and documents that occasionally weigh 10-20 pounds. May be required to drive a standard automobile in the performance of duties.

F. Working Conditions: The duties are principally performed at the city hall in an office environment that is relatively clean of odor, smells, and dirt. May experience some distracting office and conversational noises.

G. Equipment Used in Performance of Job Tasks: Standard office equipment includes: computers, adding machines, calculators, fax machines, telephones, copiers and others. Must be willing to be trained and train others on operating such equipment.

I. Supervision Received: General supervision of the Municipal Judge and daily supervision of the City Clerk.

J. Other Comments/Requirements:

- Possession of a valid driver's license.

City of Reedsburg – Job Description

Position No. 1-08

Title: Receptionist

Department: Administrative Services

Review Date: January 27, 2020

General Description of Duties: Answer telephone, greeting public, collecting money, directing public to proper department, provide general clerical assistance to administrative staff, sort and distribute mail. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience: Thorough knowledge of general office procedures is required. Specific skill areas include: proficiency in Windows Office software, specifically Word and Excel. Ability to interact professionally with the public. Experience in payroll, accounts receivable and accounts payable. Handle large sums of cash and checks. Ability to accurately type 40 wpm.

B. Special Qualifications Required or Desired:

1. Graduation from high school with training in clerical skills.
2. Graduation from a technical school clerical skills training program desirable.

C. Essential Functions:

1. Answer telephone, answer questions or direct people to the proper department.
2. Collect money and issue receipts for licenses, permits, taxes and other fees and charges.
3. Assist other clerical staff and department heads with general duties.
4. Prepare and mail agendas and minutes for assigned committees.
5. Update community digital signs.
6. Process, prepare and mail out building permits.
7. Updating the City of Reedsburg website with any new information/events.
8. Back up for Accounts Receivable/Accounts Payable/Business License.
9. Perform all legal functions as assigned by competent authority.

D. Additional Functions:

1. Assist administrative staff with correspondence, minutes of meetings and agendas.

E. Physical Requirements: Possess the abilities to read and write well, speak plainly and listen well to customers, co-workers and supervisors. May sit for 2-3 hours at a time in meetings or at workstation. Operate basic office equipment.

May lift and carry papers and documents that occasionally weigh 10-20 pounds. May be required to drive a standard automobile in the performance of duties.

F. Working Conditions: The duties are principally performed at the city hall in an office environment that is relatively clean of odor, smells, and dirt. May experience some distracting office and conversational noises.

G. Equipment Used in Performance of Job Tasks: Standard office equipment includes: computers, adding machines, calculators, fax machines, telephones, copiers and others. Must be willing to be trained and train others on operating such equipment.

H. Other Positions This Employee Would Routinely Supervise: none

I. Supervision Received: Works under the direction of the Clerk-Treasurer.

J. Other Comments/Requirements:

City of Reedsburg – Job Description

Position No. 2-01

Title: Planner/Zoning Administrator

Department: Community Development and Planning

Review Date: January 7, 2020

General Description of Duties: Prepare a variety of studies, reports and related information regarding land use, new development and redevelopment. Evaluate all land use applications and site plans for compliance with applicable local, state and federal laws. Provide staff support to the Plan Commission, Common Council, Business Improvement District, Historic Preservation Committee, and Community Development Authority. Assist in design for parks, streetscapes, landscapes and other municipal projects. Initial projects are likely to include development of design guidelines, comprehensive plan updates, zoning code updates to include mixed used development, as well as review and revision of the future land use map. Assist with code enforcement.

Interface with elected officials, planning commissioners, neighborhood revitalization and community development staff and community stakeholders on community planning-related issues. Coordinate with multiple agencies, city staff and neighborhood organizations. Provide technical expertise in the areas of land use planning, intergovernmental relations, housing development, economic development, and policy analysis. Research, write, and recommend policies relating to community development. Assist with GIS Coordination. Serve as Zoning Administrator. Experience with tax increment finance districts is preferred. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience:

1. Thorough knowledge of municipal land use planning.
2. Considerable experience in urban planning with at least two years of experience.
3. Knowledge and experience with geographic information systems (GIS) and AutoCAD.

B. Special Qualifications Required or Desired:

1. Bachelors degree in urban design, architecture, or urban planning.
2. Master's degree preferred.
3. American Institute of Certified Planners (AICP) membership preferred.
4. Must possess a valid Wisconsin Driver's License.
5. Experience with TIF districts.

C. Essential Functions:

1. Review subdivision plats and certified survey map proposals.
2. Review and approve site plans for public improvements.
3. Prepare development agreements.

5. Review easements.
6. Conduct planning studies.
7. Assist with Geographic Information System (GIS) coordination.
8. Enforce zoning code and floodplain regulations and wetland.
9. Perform all legal functions as assigned by competent authority

D. Additional Functions:

1. Coordinate activities with City Administrator, Public Works Director, City Attorney and other staff.
2. Grant writing.
3. Provide staff support to boards, commissions, committees and the Mayor and City Council as required.
4. Make public presentations.
5. Perform all other related duties as assigned.

E. Physical Requirements:

Must be able to function effectively in outdoor environments, maneuvering around construction sites and un-graded land to determine construction requirements. Must be able to communicate verbally and in writing effectively in English. Must be able to operate a personal computer.

F. Working Conditions: May be required to be outdoors in cold, hot or inclement weather. Other work is performed in an office setting. May be required to lift materials weighing 50 pounds. May be exposed to the noise of construction equipment for a limited duration.

G. Equipment Used in Performance of Job Tasks:

1. Standard office equipment and computer software.
2. Computer aided drafting software and printers.
3. Surveying equipment.
4. Drive a car or truck.

H. Other Positions This Employee Would Routinely Supervise: None.

I. Supervision Received: Works at the direction of the City Administrator.

J. Other Comments/Requirements:

City of Reedsburg – Job Description

Position No. 2-02

Title: Building Inspector

Department: Community Development and Planning

Review Date: January 7, 2020

General Description of Duties: Inspect residential and commercial construction for compliance with State of Wisconsin codes and city ordinances, including inspections for the Community Development Authority and Block Grant Committees upon request. Enforce the provisions of the noxious weed ordinances and other nuisances of the City of Reedsburg. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience: As Building Inspector this person must have a considerable knowledge of construction practices and codes and be willing to develop a thorough knowledge of the applicable codes through training and field experience. Some experience in working in the construction field or working with code enforcement is required. In addition:

1. Ability to identify conditions that constitute a nuisance and violation of the regulations.
2. Ability to contact offending property owners, gain their cooperation to gain compliance and order in contractors or other persons to abate the nuisance.
3. Ability to create and maintain records, prepare reports and provide information for the timely collection of amounts due to the City.

B. Special Qualifications Required or Desired:

1. High school diploma required. At least two years of college education is preferred.
2. Ability to acquire and maintain the minimum certificates of the State of Wisconsin for Commercial Building Inspection and enforcement of the Uniform Dwelling Code: construction, plumbing, electrical and HVAC.
3. Must possess a valid Wisconsin Driver's License.
4. Position requires tact and diplomacy to assertively enforce rules and regulations of the State and City.

C. Essential Functions:

1. Receive applications for construction, review and approve plans, and issue permits. Collect fees per standard procedures.
2. Visit construction sites on a regular basis and respond to requests for inspection. Inspect construction activity and enforce code requirements as necessary. Approve structures for occupancy.
3. Coordinate inspection and permit activities with other departments, staff and agencies.
4. Secure one or more contractors to cut or remove weeds, notify property owners, and contractors to proceed with enforcement when necessary.

5. Perform all legal functions as assigned by competent authority.

D. Additional Functions:

1. Prepare reports and recommendations regarding the programs and activities in which the Building Inspector is involved.
2. Coordinate enforcement with the Police Department, City Attorney and/or other departments, as required.

E. Physical Requirements: Tasks are performed both in an office and in the field. Must be able to sit, stand and walk for extended periods of time. Required to be able to crawl, climb and stoop in the performance of inspection functions. Occasionally required to lift boxes or materials weighing less than 50 pounds. Must be able to operate a car or truck. May work around trenches, ladders and elevated spaces. Must be able to read and write the English language, communicating both orally and in writing.

F. Working Conditions:

In the field, the inspector may have to function in environments that are noisy, have odors and have poor traction. Inspector should use personal protective equipment, as needed. Occasionally, the inspector will also enter the premises of a resident or business owner in the pursuit of his/her duties. There will be exposure to outdoor conditions. Paperwork is performed in an office.

G. Equipment Used in Performance of Job Tasks: Standard office equipment includes: computers, adding machines, calculators, fax machines, typewriters, telephones, copiers, radios and others. Equipment used in the field includes: tape measure, level and plumber's air pressure gauge.

H. Other Positions This Employee Would Routinely Supervise: None, but is required to coordinate work with office personnel assigned to the department to perform related tasks.

I. Supervision Received: Works at the direction of the City Administrator.

J. Other Comments/Requirements:

City of Reedsburg – Job Description

Position No. 2-03

Title: Zoning Administrator

Department: Community Development and Planning

Review Date: January 7, 2020

General Description of Duties: Administer and enforce the Zoning Codes of the City of Reedsburg. Works directly in support of the Zoning Board of Appeals and City Plan Commission. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience:

1. Thorough knowledge of zoning codes and practices.
2. Considerable knowledge of subdivision and platting ordinances and practices, floodplain and shoreland/wetland zoning and FEMA regulations.
3. Considerable experience in code enforcement and customer relations.
4. Able to maintain files and write concise reports.

B. Special Qualifications Required or Desired:

1. Graduation from an accredited college or university with a degree in business, urban planning or public administration or a related field.
2. May substitute work experience for educational requirements.
3. Desire one year minimum work experience as a land use planner.
4. Must possess a valid Wisconsin Driver's License.

C. Essential Functions:

1. Advise citizens, property owners, and real estate agents on the allowed uses of their property according to the zoning and related codes.
2. Investigate applications for changes in the land use status of property, coordinate staff recommendations with other departments and agencies and make recommendations to the Plan Commission, Board of Zoning Appeals and City Council as required.
3. Conduct planning studies as required.
4. Respond to zoning compliance complaints and gain compliance.
5. Assure that new construction meets the zoning and related codes.
6. Perform all legal functions as assigned by competent authority.

D. Additional Functions: Coordinate with other departments and agencies in the pursuit of code enforcement. This position may be combined with other positions of the City of Reedsburg.

E. Physical Requirements:

Must be able to function effectively in outdoor environments, maneuvering around construction sites and un-graded land to determine construction requirements. Must be able to communicate verbally and in writing effectively in English. Must be able to operate a personal computer.

F. Working Conditions:

May be required to be outdoors in cold, hot or inclement weather. Other work is performed in an office setting. May be required to lift materials weighing 50 pounds. May be exposed to the noise of construction equipment for a limited duration.

G. Equipment Used in Performance of Job Tasks:

1. Standard office equipment: calculator, telephone, fax machine
2. Personal computer using standard office software
3. Use of GIS software for planning analysis.

H. Other Positions This Employee Would Routinely Supervise: Supervision of other personnel is not usually a function of this position.

I. Supervision Received: Works at the direction of the City Administrator.

J. Other Comments/Requirements:

City of Reedsburg – Job Description

Position No. 2-04

Title: Weed Commissioner

Department: Finance and Development

Date: January 7, 2020

General Description of Duties: The Weed Commissioner shall enforce the provisions of the noxious weed ordinances of the City of Reedsburg. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience:

1. Ability to identify conditions that constitute a nuisance and violation of the regulations.
2. Ability to contact offending property owners, gain their cooperation to gain compliance and order in contractors or other persons to cut or remove weeds and vegetation on properties that violate the ordinance.
3. Ability to secure competent contractors to cut or remove noxious weeds and other vegetation.
4. Ability to create and maintain records, prepare reports and provide information for the timely collection of amounts due to the City.

B. Special Qualifications Required or Desired:

1. High school graduate or GED.
2. Must possess a valid Wisconsin Driver's License.

C. Essential Functions:

1. Secure one or more contractors to cut or remove weeds.
2. Notify property owners.
3. Notify contractor to proceed with enforcement when necessary.
4. Approve invoices for payment.
5. Provide information to staff for billing of property owners.
6. Perform all legal functions as assigned by competent authority.

D. Additional Functions: Coordinate enforcement with the Police Department and City Attorney as required.

E. Physical Requirements:

Weed Commissioner must be capable of touring the city to locate violations. May involve walking and standing for periods at a time. Able to read and write English as well as communicate orally.

F. Working Conditions: May be required to be outdoors in cold, hot or inclement weather. Other work is performed in an office setting. May be required to lift materials weighing 50 pounds. May be exposed to the noise of construction equipment for a limited duration.

G. Equipment Used in Performance of Job Tasks:

1. Standard office equipment: fax machine, telephone, calculator, and copy machine.
2. Use a personal computer with standard office software.

H. Other Positions This Employee Would Routinely Supervise: none

I. Supervision Received: Works at the direction of the City Administrator.

J. Other Comments/Requirements: This position may be combined with other positions.

City of Reedsburg – Job Description

Position No. 2-05

Title: Assessor

Department: Community Development and Planning

Review Date: January 7, 2020

General Description of Duties: Performs of a variety of functions on behalf of the city to maintain property assessment records. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience:

1. Ability to perform the statutory responsibilities of the Office of Assessor.
2. Considerable knowledge of the current laws and court cases pertaining to property assessment.
3. Ability to initiate accurate and complete records and prepare concise reports.
4. Considerable knowledge of real and personal property values.
5. One year work in real estate sales, real property appraisal or related fields.
6. One year experience with computer assisted mass appraisal (CAMA) using analytic programs.
7. Ability to think critically, make logical assessments of the situation of properties and apply analytical skills to mathematical problems.

B. Special Qualifications Required or Desired:

1. Certification as Assessor I or Assessor II by the Department of Revenue.
2. Graduation from an accredited college or university with a degree in business, urban planning or public administration or a related field.
3. May substitute work experience for educational requirements.
4. Must possess a valid Wisconsin Driver's License.

C. Essential Functions:

1. Discover all taxable property.
2. Work with Sauk County Real Property Lister to coordinate parcel descriptions.
3. Set values on real and personal property in a uniform fashion as required by the State Constitution. Maintain property values within 10% of full market value.
4. Maintain a file of current property sales.
5. Answer questions and inquiries from taxpayers, real estate agents, appraisers, lending institutions and credit companies as necessary.
6. Inspect and list all new construction. Inspect and list substantial rehabilitation of property as required by law.
7. Attend the Board of Review.
8. Perform all legal functions as assigned by competent authority

D. Additional Functions: This position may be combined with other positions of the City of Reedsburg. The Assessor may be involved in the revaluation of properties on a periodic basis as directed by the City Council.

E. Physical Requirements:

1. Read, write and communicate orally in English.
2. Able to visit properties for inspections.

F. Working Conditions:

Most of this work is performed in an office environment. On occasion the Assessor visits properties for inspections, making measurements, taking photographs or conducting interviews for the purpose of listing property and estimating the value thereof. This may involve outdoor work.

G. Equipment Used in Performance of Job Tasks:

1. Standard office equipment: calculator, telephone, fax machine, computer software.
2. Personal computer with CAMA software and other analytical programs.

H. Other Positions This Employee Would Routinely Supervise: This position may supervise limited term employees or support staff.

I. Supervision Received: Works at the direction of the City Administrator.

J. Other Comments/Requirements:

City of Reedsburg – Job Description

Position No. 3-01

Title: Public Works Director/City Engineer

Department: Public Works/Engineering

Review Date: January 7, 2020

General Description of Duties:

This position has management responsibility for all infrastructure and municipal facilities, including construction projects, pavement management, street maintenance and construction, project inspection, sewer and storm drainage systems and facility management (city buildings, parking structures, and the airport). Oversees and supervises Public Works and Engineering personnel.

Responsibilities include oversight of infrastructure and pavement programming, specifications and bids, and contract management. Resolves highly sensitive issues with citizens and other departments; coordinates assigned activities with other departments, divisions and outside agencies.

Performs statutory roles consisting of subdivision plat review, approval of construction plans for public improvements and providing general counsel to the Mayor and City Council, city staff, boards, commissions and committees. Design and oversee public improvements, conduct studies and assist the City to obtain specialized design and engineering services, as required. Serve as GIS Coordinator.

All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience:

1. Thorough knowledge of municipal public works and engineering practices and procedures.
2. Considerable experience in civil engineering with at least five years of work experience.
3. Knowledge and experience with computer aided drafting (CAD) and geographic information systems (GIS).
4. Perform all legal functions as assigned by competent authority.

B. Special Qualifications Required or Desired:

1. Must have or be able to obtain a Wisconsin license as a professional engineer.
2. Five years experience working in municipal government preferred.
3. Bachelors degree in civil engineering or related field.
4. Must possess a valid Wisconsin Driver's License.

C. Essential Functions:

1. Review subdivision plats and C.S.M. proposals.
2. Review and approve construction plans for public improvements.
3. Provide for inspection of all construction of public improvements.
4. Review easements.
5. Make preliminary engineering plans and cost estimates.
6. Design streets, sewers and other public improvements.
7. Conduct engineering studies.
8. Maintain official maps in all forms.
9. Direct implementation of Geographic Information System objectives and coordinate departments and other agencies.
10. Enforce zoning code and floodplain regulations.

D. Additional Functions:

1. Coordinate activities with City Administrator, City Attorney and other staff.
2. Provide staff support to boards, commissions, committees and the Mayor and City Council as required.
3. Make public presentations.
4. May be required to assist with the surveying of land.
5. Determine grade and alignment of public improvements.
6. Prepare annual operating and capital budgets as required.
7. Acquire consulting engineering services consist when City procurement policies when necessary.

E. Physical Requirements:

Must be able to function effectively in outdoor environments, maneuvering around construction sites and ungraded land to determine construction requirements. Must be able to communicate verbally and in writing effectively in English. Must be able to operate a personal computer.

F. Working Conditions: May be required to be outdoors in cold, hot or inclement weather. Other work is performed in an office setting. May be required to lift materials weighing 50 pounds. May be exposed to the noise of construction equipment for a limited duration.

G. Equipment Used in Performance of Job Tasks:

1. Standard office equipment and computer software.
2. Computer aided drafting software and printers.
3. Surveying equipment.
4. Drive a car or truck.

H. Other Positions This Employee Would Routinely Supervise: Engineering Technician, Public Works Employees, Seasonal Employees and Inspectors.

I. Supervision Received: Works at the direction of the City Administrator.

J. Other Comments/Requirements:

City of Reedsburg – Job Description

Position No. 3-02

Title: Foreman

Department: Public Works

Review Date: January 7, 2020

General Description of Duties: Assist with the efficient and effective daily operations of the Public Works crews. This is a responsible position that serves as second in command during the absence of the Street Superintendent/City Engineer. Direct supervision of all Public Works crews during scheduled and unscheduled work times. Works under direction of the Public Works Director/City Engineer or City Administrator. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience:

1. High School Diploma or equivalency.
2. General knowledge of construction, concrete, and asphalt.
3. One or two years experience in Public Works construction and supervisory experience in the Public Works area.
4. Understand and follow oral and/or written instructions.
5. Establish and maintain effective relationships with fellow employees and the public.
6. Skilled in the operation and maintenance of hand and power tools, and a variety of motorized vehicles routinely used in the performance of such operations as street patching, street removal, snow plowing, street cleaning, etc.

B. Special Qualifications Required or Desired:

1. Possession and maintenance at all times of a valid Wisconsin driver's license with CDL endorsements. Good driving record.
2. Must be able to take orders with follow thru to completion, and work well with others.
3. Must be able to follow all safety requirements and City policies.
4. Must maintain a good working relationship with the public at all times.

C. Essential Functions:

1. Supervises the general daily scheduled work of the Street Department
2. Assists in the preparation of work schedules including preparation of daily assignments for crews.
3. Is knowledgeable in the care and use of all equipment used by Street Department employees.
4. Trains employees on the proper techniques used in all aspects of road/stormwater and sanitary sewer projects.

5. Trains and supervises employees in the proper use of city vehicles for snow plowing operations.
6. Makes sure that all equipment is properly maintained and functioning appropriately, taking appropriate measures to get equipment repaired in a timely fashion with minimal downtime.
7. Attends all assigned safety classes and abided by all safety rules so as to serve as a role model for crews being supervised.
8. May attend from time to time classes dealing with job related items of interest and pertaining to equipment used in the Public Works arena.
9. On call 24-7 for emergencies.
10. Perform all legal functions as assigned by competent authority.

D. Additional Functions:

1. Color perception and discrimination.
2. Sound perception and discrimination.
3. Odor perception and discrimination.
4. Depth perception and discrimination.
5. Texture perception and discrimination.
6. Visual perception and discrimination.
7. Oral communications ability.
8. Written communications ability.

E. Physical Requirements: Employee is required to lift heavy objects in excess of 50 lbs. on a regular basis. Must be able to operate motorized equipment and power tools. Employee must be able to stand for long periods of time while performing operations and other duties as assigned.

F. Working Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is frequently required to sit or stand and talk or hear. Occasionally required to walk, use hands to finger, handle, or operate objects, tools or controls, and reach with hands and arms. Also required to crouch, bend, stoop, and navigate tight spaces.

Work is performed both indoors and outdoors. Work outdoors may be in extreme weather conditions such as but not limited to heat or cold, rain and/or snow, and windy conditions. May require occasional physical exertion. Frequently interacts with consumers, employees, supervisors, and contractors via verbal and/or written communication. May be required to assist in the actual performance of maintenance or construction work. The employee must occasionally lift and/or move objects up to 100

pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Tasks may require frequent exposure to adverse environmental conditions. This position involves entry into confined spaces, trenches, and/or excavations.

G. Equipment Used in Performance of Job Tasks:

1. Base radio.
2. One-ton dump truck.
3. Field equipment used by the crew this position supervises.
4. End loader.
5. Pickup truck.
6. Heavy Equipment

H. Other Positions This Employee Would Routinely Supervise: All Street Department personnel.

I. Supervision Received: Public Works Director/City Engineer or City Administrator or designee.

J. Other Comments/Requirements: These duties listed above are intended only as illustrations of the type of work that may be performed and is not to be considered all inclusive. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related, or constitutes a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position is subject to pre-employment and random drug and alcohol screening.

City of Reedsburg – Job Description

Position No. 3-03

Title: Assistant Foreman

Department: Public Works

Review Date: January 7, 2020

General Description of Duties: Assist with the efficient and effective daily operations of the Public Works crews. This is a responsible position that serves as second in command during the absence of the Street Superintendent/City Engineer. Direct supervision of all Public Works crews during scheduled and unscheduled work times. Works under direction of the Foreman and Public Works Director/City Engineer or City Administrator. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience:

1. High School Diploma or equivalency.
2. General knowledge of construction, concrete, and asphalt.
3. One or two years experience in Public Works construction and supervisory experience in the Public Works area.
4. Understand and follow oral and/or written instructions.
5. Establish and maintain effective relationships with fellow employees and the public.
6. Skilled in the operation and maintenance of hand and power tools, and a variety of motorized vehicles routinely used in the performance of such operations as street patching, street removal, snow plowing, street cleaning, etc.

B. Special Qualifications Required or Desired:

1. Possession and maintenance at all times of a valid Wisconsin driver's license with CDL endorsements. Good driving record.
2. Must be able to take orders with follow thru to completion, and work well with others.
3. Must be able to follow all safety requirements and City policies.
4. Must maintain a good working relationship with the public at all times.

C. Essential Functions:

1. Assists in supervising the general daily scheduled work of the Street Department
2. Assists in the preparation of work schedules including preparation of daily assignments for crews.
3. Is knowledgeable in the care and use of all equipment used by Street Department employees.

4. Trains employees on the proper techniques used in all aspects of road/stormwater and sanitary sewer projects.
5. Trains and supervises employees in the proper use of city vehicles for snow plowing operations.
6. Makes sure that all equipment is properly maintained and functioning appropriately, taking appropriate measures to get equipment repaired in a timely fashion with minimal downtime.
7. Attends all assigned safety classes and abided by all safety rules so as to serve as a role model for crews being supervised.
8. May attend from time to time classes dealing with job related items of interest and pertaining to equipment used in the Public Works arena.
9. On call 24-7 for emergencies.
10. Perform all legal functions as assigned by competent authority.

D. Additional Functions:

1. Color perception and discrimination.
2. Sound perception and discrimination.
3. Odor perception and discrimination.
4. Depth perception and discrimination.
5. Texture perception and discrimination.
6. Visual perception and discrimination.
7. Oral communications ability.
8. Written communications ability.

E. Physical Requirements: Employee is required to lift heavy objects in excess of 50 lbs. on a regular basis. Must be able to operate motorized equipment and power tools. Employee must be able to stand for long periods of time while performing operations and other duties as assigned.

F. Working Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is frequently required to sit or stand and talk or hear. Occasionally required to walk, use hands to finger, handle, or operate objects, tools or controls, and reach with hands and arms. Also required to crouch, bend, stoop, and navigate tight spaces.

Work is performed both indoors and outdoors. Work outdoors may be in extreme weather conditions such as but not limited to heat or cold, rain and/or snow, and windy conditions. May require occasional physical exertion. Frequently interacts with consumers, employees, supervisors, and contractors via verbal and/or written communication. May be required to assist in the actual performance of maintenance or

construction work. The employee must occasionally lift and/or move objects up to 100 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Tasks may require frequent exposure to adverse environmental conditions. This position involves entry into confined spaces, trenches, and/or excavations.

G. Equipment Used in Performance of Job Tasks:

1. Base radio.
2. One-ton dump truck.
3. Field equipment used by the crew this position supervises.
4. End loader.
5. Pickup truck.
6. Heavy Equipment

H. Other Positions This Employee Would Routinely Supervise: All Street Department personnel.

I. Supervision Received: Foreman and Public Works Director/City Engineer or City Administrator or designee.

J. Other Comments/Requirements: These duties listed above are intended only as illustrations of the type of work that may be performed and is not to be considered all inclusive. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related, or constitutes a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position is subject to pre-employment and random drug and alcohol screening.

City of Reedsburg – Job Description

Position No. 3-04

Title: Heavy Equipment Operator

Department: Public Works

Review Date: January 7, 2020

General Description of Duties: Responsible for general care and maintenance of assigned equipment. Must have initiative to run a project in the absence of direct supervision. Works under direction of the Street Superintendent/City Engineer or City Administrator. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience:

1. High School Diploma or equivalency.
2. Advanced knowledge of construction, concrete, and asphalt.
3. Understand and follow oral and/or written instructions.
4. Establish and maintain effective relationships with fellow employees and the public.
5. Skilled in the operation and maintenance of all equipment in the Public Works Department.

B. Special Qualifications Required or Desired:

1. Possession and maintenance at all times of a valid Wisconsin driver's license with CDL endorsements. Good driving record.
2. Must be able to take orders with follow thru to completion, and work well with others.
3. Must be able to follow all safety requirements and City policies.
4. Must maintain a good working relationship with the public at all times.

C. Essential Functions:

1. Is knowledgeable in the care and use of all equipment used by Street Department employees.
2. Must be able to maintain and be proficient in the operations of assigned equipment, such as, but not limited to, grader, excavator, and snow plowing operations.
3. Makes sure that all equipment is properly maintained and functioning appropriately, taking appropriate measures to get equipment repaired in a timely fashion with minimal downtime.
4. Attends all assigned safety classes and abide by all safety rules so as to serve as a role model for crews.
5. May attend from time to time classes dealing with job related items of interest and pertaining to equipment used in the Public Works arena.

6. Responsible for notifying supervisor of locates needed before any type of excavation is started.
7. On call 24-7 for emergencies.
8. Perform all legal functions as assigned by competent authority.

D. Additional Functions:

1. Color perception and discrimination.
2. Sound perception and discrimination.
3. Odor perception and discrimination.
4. Depth perception and discrimination.
5. Texture perception and discrimination.
6. Visual perception and discrimination.
7. Oral communications ability.

E. Physical Requirements: Employee is required to lift heavy objects in excess of 50 lbs. on a regular basis. Must be able to operate motorized equipment and power tools. Employee must be able to sit or stand for long periods of time while performing operations and other duties as assigned. Good communication skills are essential for this position.

F. Working Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is frequently required to sit or stand and talk or hear. Occasionally required to walk, use hands to finger, handle, or operate objects, tools or controls, and reach with hands and arms. Also required to crouch, bend, stoop, and navigate tight spaces.

Work is performed both indoors and outdoors. Work outdoors may be in extreme weather conditions such as but not limited to heat or cold, rain and/or snow, and windy conditions. May require occasional physical exertion. Frequently interacts with consumers, employees, supervisors, and contractors via verbal communication. Required to assist in the actual performance of maintenance or construction work. The employee must occasionally lift and/or move objects up to 100 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Tasks may require frequent exposure to adverse environmental conditions. This position involves entry into confined spaces, trenches, and/or excavations.

G. Equipment Used in Performance of Job Tasks:

1. Base radio.

2. One-ton dump truck.
3. Grader.
4. End loader.
5. Pickup truck.
6. Field Equipment

H. Other Positions This Employee Would Routinely Supervise: None

I. Supervision Received: Foreman, Public Works Superintendent/City Engineer or City Administrator or designee.

J. Other Comments/Requirements: These duties listed above are intended only as illustrations of the type of work that may be performed and is not to be considered all inclusive. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related, or constitutes a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position is subject to pre-employment and random drug and alcohol screening.

City of Reedsburg – Job Description

Position No. 3-04

Title: Heavy Equipment Operator / Mechanic

Department: Public Works

Review Date: January 7, 2020

General Description of Duties: Responsible for general care and maintenance of assigned equipment. Must have initiative to run a project in the absence of direct supervision. Works under direction of the Street Superintendent/City Engineer or City Administrator. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience:

1. High School Diploma or equivalency.
2. Advanced knowledge of construction, concrete, and asphalt.
3. Understand and follow oral and/or written instructions.
4. Establish and maintain effective relationships with fellow employees and the public.
5. Skilled in the operation and maintenance of all equipment in the Public Works Department.
6. Mechanical skills

B. Special Qualifications Required or Desired:

1. Possession and maintenance at all times of a valid Wisconsin driver's license with CDL endorsements. Good driving record.
2. Must be able to take orders with follow thru to completion, and work well with others.
3. Must be able to follow all safety requirements and City policies.
4. Must maintain a good working relationship with the public at all times.

C. Essential Functions:

1. Is knowledgeable in the care and use of all equipment used by Street Department employees.
2. Must be able to maintain and be proficient in the operations of assigned equipment, such as, but not limited to, grader, excavator, and snow plowing operations.
3. Makes sure that all equipment is properly maintained and functioning appropriately, taking appropriate measures to get equipment repaired in a timely fashion with minimal downtime.
4. Attends all assigned safety classes and abide by all safety rules so as to serve as a role model for crews.

5. May attend from time to time classes dealing with job related items of interest and pertaining to equipment used in the Public Works arena.
6. Responsible for notifying supervisor of locates needed before any type of excavation is started.
7. On call 24-7 for emergencies.
8. Perform all legal functions as assigned by competent authority.

D. Additional Functions:

1. Color perception and discrimination.
2. Sound perception and discrimination.
3. Odor perception and discrimination.
4. Depth perception and discrimination.
5. Texture perception and discrimination.
6. Visual perception and discrimination.
7. Oral communications ability.

E. Physical Requirements: Employee is required to lift heavy objects in excess of 50 lbs. on a regular basis. Must be able to operate motorized equipment and power tools. Employee must be able to sit or stand for long periods of time while performing operations and other duties as assigned. Good communication skills are essential for this position.

F. Working Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is frequently required to sit or stand and talk or hear. Occasionally required to walk, use hands to finger, handle, or operate objects, tools or controls, and reach with hands and arms. Also required to crouch, bend, stoop, and navigate tight spaces.

Work is performed both indoors and outdoors. Work outdoors may be in extreme weather conditions such as but not limited to heat or cold, rain and/or snow, and windy conditions. May require occasional physical exertion. Frequently interacts with consumers, employees, supervisors, and contractors via verbal communication. Required to assist in the actual performance of maintenance or construction work. The employee must occasionally lift and/or move objects up to 100 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Tasks may require frequent exposure to adverse environmental conditions. This position involves entry into confined spaces, trenches, and/or excavations.

G. Equipment Used in Performance of Job Tasks:

1. Base radio.
2. One-ton dump truck.
3. Grader.
4. End loader.
5. Pickup truck.
6. Field Equipment
7. Hand tools

H. Other Positions This Employee Would Routinely Supervise: None

I. Supervision Received: Foreman, Public Works Superintendent/City Engineer or City Administrator or designee.

J. Other Comments/Requirements: These duties listed above are intended only as illustrations of the type of work that may be performed and is not to be considered all inclusive. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related, or constitutes a logical assignment to the position.

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This position is subject to pre-employment and random drug and alcohol screening.

City of Reedsburg – Job Description

Position No. 3-05

Title: **Semi-Skilled Laborer**

Department: Public Works

Review Date: January 7, 2020

General Description of Duties: Performs a variety of semi-skilled and skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of street and storm drainage facilities and systems. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience:

1. High School Diploma or equivalency.
2. Advanced knowledge of construction, concrete, and asphalt.
3. Understand and follow oral and/or written instructions.
4. Establish and maintain effective relationships with fellow employees and the public.
5. Skilled in the operation and maintenance of all equipment in the Public Works Department.

B. Special Qualifications Required or Desired:

1. Possession and maintenance at all times of a valid Wisconsin driver's license with CDL endorsements. Good driving record.
2. Must be able to take orders with follow thru to completion, and work well with others.
3. Must be able to follow all safety requirements and City policies.
4. Must maintain a good working relationship with the public at all times.

C. Essential Functions:

1. Is knowledgeable in the care and use of all equipment used by Street Department employees.
2. Must be able to maintain and be proficient in the operations of assigned equipment, such as, but not limited to, excavator, and snow plowing operations.
3. Makes sure that all equipment is properly maintained and functioning appropriately, taking appropriate measures to get equipment repaired in a timely fashion with minimal downtime.
4. Attends all assigned safety classes and abide by all safety rules so as to serve as a role model for crews.
5. May attend from time to time classes dealing with job related items of interest and pertaining to equipment used in the Public Works arena.

6. Responsible for notifying supervisor of locates needed before any type of excavation is started.
7. On call 24-7 for emergencies.
8. Perform all legal functions as assigned by competent authority.

D. Additional Functions:

1. Color perception and discrimination.
2. Sound perception and discrimination.
3. Odor perception and discrimination.
4. Depth perception and discrimination.
5. Texture perception and discrimination.
6. Visual perception and discrimination.
7. Oral communications ability.

E. Physical Requirements: Employee is required to lift heavy objects in excess of 50 lbs. on a regular basis. Must be able to operate motorized equipment and power tools. Employee must be able to sit or stand for long periods of time while performing operations and other duties as assigned. Good communication skills are essential for this position.

F. Working Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is frequently required to sit or stand and talk or hear. Occasionally required to walk, use hands to finger, handle, or operate objects, tools or controls, and reach with hands and arms. Also required to crouch, bend, stoop, and navigate tight spaces.

Work is performed both indoors and outdoors. Work outdoors may be in extreme weather conditions such as but not limited to heat or cold, rain and/or snow, and windy conditions. May require occasional physical exertion. Frequently interacts with consumers, employees, supervisors, and contractors via verbal communication. Required to assist in the actual performance of maintenance or construction work. The employee must occasionally lift and/or move objects up to 100 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Tasks may require frequent exposure to adverse environmental conditions. This position involves entry into confined spaces, trenches, and/or excavations.

G. Equipment Used in Performance of Job Tasks:

1. Base radio.
2. One-ton dump truck.

3. End loader.
4. Pickup truck.
5. Field Equipment

H. Other Positions This Employee Would Routinely Supervise: None

I. Supervision Received: Foreman, Public Works Superintendent/City Engineer or City Administrator or designee.

J. Other Comments/Requirements: These duties listed above are intended only as illustrations of the type of work that may be performed and is not to be considered all inclusive. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related, or constitutes a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position is subject to pre-employment and random drug and alcohol screening.

City of Reedsburg – Job Description

Position No. 3-06

Title: Laborer

Department: Public Works

Review Date: January 7, 2020

General Description of Duties: Responsible for the general repairs and maintenance duties as specified by the City Engineer/Public Works Director or Foreman. The laborer is to assist other department personnel in the day to day activities of the Street Department. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience:

1. High School Diploma or equivalency.
2. General knowledge of construction, concrete, and asphalt.
3. Experience in Public Works related field preferable.

B. Special Qualifications Required or Desired:

1. Possession and maintenance at all times of a valid Wisconsin driver's license with CDL endorsements. Good driving record.
2. Must be able to take orders with follow thru to completion, and work well with others.
3. Must be able to follow all safety requirements and City policies.
4. Must maintain a good working relationship with the public at all times.

C. Essential Functions:

1. Storm and sanitary sewer maintenance
2. Crack sealing
3. Assist in repairing or replacement of City-owned signage.
4. Snow plowing and shoveling of sidewalks.
5. Painting.
6. Working with other Street Department personnel on asphalt or concrete projects.
7. Work long hours under adverse weather conditions.
8. On call 24-7 for emergencies.
9. Perform all legal functions as assigned by competent authority.

D. Additional Functions:

1. Color perception and discrimination.
2. Sound perception and discrimination.
3. Odor perception and discrimination.
4. Depth perception and discrimination.

5. Texture perception and discrimination.
6. Visual perception and discrimination.
7. Oral communications ability.

E. Physical Requirements: Employee is required to lift heavy objects in excess of 50 lbs. on a regular basis. Must be able to operate motorized equipment and power tools. Employee must be able to stand for long periods of time while performing operations and other duties as assigned.

F. Working Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is frequently required to sit or stand, talk and/or hear. Occasionally required to walk, use both hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. Also frequently required to stand for long periods, crouch, bend, stoop, and navigate tight spaces.

Work is performed both indoors and/or outdoors in extreme weather conditions including heat or cold, rain and/or snow, and wind conditions. Position often times requires physical exertion. Frequently interacts with consumers, employees and occasionally contractors via verbal communication. May be required to assist in equipment maintenance or construction work. Employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Tasks require frequent exposure to adverse environmental conditions. This position involves periodic entry into confined spaces, trenches, and excavations.

G. Equipment Used in Performance of Job Tasks:

1. Air hammer.
2. One-ton dump truck.
3. Concrete saw
4. Chipping hammer.
5. Other such tools or equipment as designated by their supervisor.
6. Field Equipment

H. Other Positions This Employee Would Routinely Supervise: None

I. Supervision Received: Foreman or Public Works Superintendent/City Engineer

J. Other Comments/Requirements: These duties listed above are intended only as illustrations of the type of work that may be performed and is not to be considered all

inclusive. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related, or constitutes a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position is subject to pre-employment and random drug and alcohol screening.

City of Reedsburg – Job Description

Position No. 3-07

Title: Custodian

Department: Public Works

Review Date: January 7, 2020

General Description of Duties: Performs a variety of skilled and unskilled tasks in the custodian care and maintenance of City buildings. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience:

1. Any combination of experience and training which demonstrates the knowledge and experience to perform the work.
2. Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; some knowledge of first aid and applicable safety precautions.
3. Skill in operation of listed tools and equipment.
4. Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand and follow written and oral instructions; Ability to establish effective working relationships.

B. Special Qualifications Required or Desired: None

C. Essential Functions:

1. Changes light bulbs and fluorescent tubes.
2. Sweeps, vacuums, mops, dusts, shampoos, steam cleans, strips, waxes, polishes, and buffs floors, carpets, and furniture, etc.
3. Dumps trash cans and garbage and relines cans with liners.
4. Cleans and sanitizes restrooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.
5. Washes windows, walls, metal and woodwork.
6. Cleans rain gutters; sweeps roofs and sidewalks.
7. Picks up litter and debris from around buildings and grounds.
8. Performs minor semi-skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled and semi-skilled trades work.
9. Inspects and maintains assigned custodial equipment and small tools for proper operating condition.
10. Opens and closes, locks and unlocks facilities as needed.
11. Keeps records of work completed.

12. Maintains current skills and knowledge in the proper and safe techniques of building maintenance.
13. Mow lawns; trim bushes and clear walks and steps of snow and ice.
14. Moves and sets up furniture, pictures, etc. as needed and assigned.
15. Perform all legal functions as assigned by competent authority.

D. Additional Functions:

1. Color perception and discrimination.
2. Sound perception and discrimination.
3. Odor perception and discrimination.
4. Depth perception and discrimination.
5. Texture perception and discrimination.
6. Visual perception and discrimination.
7. Oral communications ability.

E. Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

F. Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually quiet during indoor night shift operations.

G. Equipment Used in Performance of Job Tasks: Floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, broom, dusting equipment, lawn care and snow removal equipment.

H. Other Positions This Employee Would Routinely Supervise: None generally. May supervise temporary employees or community service workers.

I. Supervision Received: Works under the close supervision of the Building Technician.

J. Other Comments/Requirements: These duties listed above are intended only as illustrations of the type of work that may be performed and is not to be considered all inclusive. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related, or constitutes a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position is subject to pre-employment drug and alcohol screening.

City of Reedsburg – Job Description

Position No. 3-08

Title: Building Maintenance Technician

Department: Public Works

Review Date: January 7, 2020

General Description of Duties: Performs semi-skilled, skilled, technical and administrative work in maintaining the facilities and equipment of the City and the custodian care of buildings. All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience:

1. High school diploma or GED equivalent plus some specialized training in building technology, mechanics, maintenance management, business management, or a closely related field.
2. Three (3) years of related experience, or
3. Any equivalent combination of education and experience.
4. Considerable knowledge of facilities maintenance; Considerable knowledge of price trends and grades or quality of materials and equipment; Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities; Working knowledge of the practices, methods, materials and tools used in modern equipment and facilities maintenance.
5. Skill in operation of listed tools and equipment.
6. Ability to establish and maintain effective preventive maintenance programs, policies and procedures; Ability to carry out assigned projects to their completion; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.

B. Special Qualifications Required or Desired: Valid Wisconsin driver's license or ability to obtain one.

C. Essential Functions:

1. Changes light bulbs and fluorescent tubes. Sweeps, vacuums, mops, dusts, shampoos, steam cleans, strips, waxes, polishes, and buffs floors, carpets, and furniture, etc. Dumps trash cans and garbage and relines cans with liners.
2. Cleans and sanitizes restrooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.
3. Inspects and maintains assigned custodial equipment and small tools for proper operating condition.

4. Opens and closes, locks and unlocks facilities as needed. Washes windows, walls, metal and woodwork. Cleans rain gutters; sweeps roofs and sidewalks. Picks up litter from around buildings and grounds. Mows, trims bushes as necessary.
5. Performs minor semi-skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled and semi-skilled trades work.
6. Plans, carries out and evaluates janitorial and preventive maintenance schedules for all department equipment and facilities, either personally, or through assigned staff or outside vendors.
7. Assigns, supervises and evaluates the work of building maintenance custodians or other assigned staff; advises and assists subordinates as needed;
8. Evaluates status of equipment and facilities, and schedules needed repairs or replacement. Conducts various analyses and inspections of heating, cooling, air handling, lighting, plumbing, and other building systems to determine the most cost-effective means of maintenance, repair or replacement.
9. Provides emergency field assistance to disabled equipment as needed and appropriate.
10. Serves as purchasing agent for janitorial/building maintenance supplies. Maintains records, prepares reports and other specialized maintenance records of facilities and equipment.
11. Maintains current skills and knowledge in the proper and safe techniques of building maintenance.
12. Moves and sets up furniture, pictures, etc. as needed and assigned.
13. Perform all legal functions as assigned by competent authority.

D. Additional Functions:

1. Color perception and discrimination.
2. Sound perception and discrimination.
3. Odor perception and discrimination.
4. Depth perception and discrimination.
5. Texture perception and discrimination.
6. Visual perception and discrimination.
7. Oral communications ability.

E. Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

F. Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

G. Equipment Used in Performance of Job Tasks: Motorized vehicles for driving and evaluation purposes, power and hand tools and equipment for carpentry, painting, plumbing, electrical, and cement finishing work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; janitorial tools including floor buffers, steam cleaners, washers, vacuums, mops, brooms and snow removal equipment.

H. Other Positions This Employee Would Routinely Supervise: Supervises mechanics, building custodian, temporary or other staff and community service workers assigned to janitorial and building maintenance work.

I. Supervision Received: Works under the general guidance and direction of the Public Works Director.

J. Other Comments/Requirements: These duties listed above are intended only as illustrations of the type of work that may be performed and is not to be considered all inclusive. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related, or constitutes a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position is subject to pre-employment drug and alcohol screening.

Title: Engineering Technician

Department: Public Works

Review Date: January 7, 2020

General Description of Duties: Performs routine and complex technical engineering related work for environmental, stormwater, sanitary sewer, street, and other public works projects and programs. Assists an Engineer in application of principles, methods, and techniques of civil engineering technology. Provides assistance with enforcement of zoning codes and maintenance of the City's Geographic Information System (GIS). All other reasonable duties assigned.

A. Essential Knowledge, Skills and Experience:

1. High school or GED, supplemented by two years of related technical or college training in drafting, Computer-Aided-Design (CAD), engineering technology, civil engineering or a closely related field; and
2. Any equivalent combination of education and experience.
3. Some knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; some knowledge of applicable City policies, laws, and regulations affecting activities;
4. Considerable skill in arriving at cost estimates on complex projects. Some skill in operating the listed tools and equipment and some skill in basic drafting, surveying, and flagging.
5. Ability to prepare, organize and maintain engineering field and office data, reports and systems; Ability to effectively communicate complex technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, City officials and the general public.

B. Special Qualifications Required or Desired: Must possess a valid State driver's license or have the ability to obtain one prior to employment. Must be physically capable of moving about on construction work sites.

C. Essential Functions:

1. Reviews project specifications and confers with City Engineer concerning assistance required such as plan preparation, acceptance testing, evaluation of field conditions, design changes, and reports.
2. Arranges for materials testing and analysis.

3. Prepares reports detailing tests conducted and results. Drafts and calculates field notes to document quantities, alignment, grade and locations according to project plans or to document monthly and final progress estimates.
4. Assists with surveys of project sites to obtain and analyze topographical details of sites.
5. Researches records, maps and other data to obtain such typical engineering data such as location of sewer stubs, water mains, hydrants, etc. and zoning district designations or special property assessments.
6. Drafts detailed dimensional drawings such as those needed for street, water, sewer, drainage and other utility plans, systems and projects using computer assisted and manual methods.
7. Calculates dimensions, prepare specifications and quantity tabulations of materials such as pipe, concrete and asphalt.
8. Inspects construction site to determine conformance of site to design specifications and code requirements.
9. Assists engineers to ensure that construction and repair of transportation, water or wastewater systems meet local, state and Federal requirements.
10. Assists in the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved comprehensive plan elements.
11. Assists in the preparation of engineering plans and specifications, coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants and the selection criteria.
12. Assists in project management for the construction of the municipal public works projects.
13. Assists in the preparation of sanitary sewer, storm drainage and street system maps, databases and comprehensive plans.
14. Assists in the maintenance of engineering and infrastructure records. Prepares and drafts as-built plans for street, water, sewer or light systems.
15. Reviews applications for utility permits, street use permits, franchise utility permits, etc. Issues routine permits.
16. Assists in the evaluation of transportation and traffic impacts of development proposals, permits, rezones, plats, etc.
17. Coordinates sidewalk inspection, maintenance and enforcement programs.
18. Assists in intersection signal and channelization design.
19. Assists in the development of pavement management systems.
20. Performs a variety of office related functions, including preparing permits, correspondence, maps, presentation materials, brochures, reducing field notes, printing materials, answering phones and responding to inquiries from contractors, developers, property owners, staff, and the general public.
21. Serves as a drafter, by preparing construction and presentation drawings, checking dimension of parts, materials to be used, relation of one part to another, and relation of various parts to whole structure or project; making any

adjustments or changes necessary or desired. Inking in lines and letters on pencil drawings as required. Drawing charts for representation of statistical data; drawing finished designs from sketches; using computer assisted drafting (CAD) equipment and software.

22. Assists City Engineer with zoning administrator duties, conduct field studies for compliance with zoning code, prepare staff notes and recommendations for City Plan Commission and Board of Appeals.
23. Assists City Engineer in maintenance of record layers of the Official Map using GIS software (i.e. ARCview, ARCinfo, etc.)
24. Perform all legal functions as assigned by competent authority.

D. Additional Functions:

1. Color perception and discrimination.
2. Sound perception and discrimination.
3. Odor perception and discrimination.
4. Depth perception and discrimination.
5. Texture perception and discrimination.
6. Visual perception and discrimination.
7. Oral communications ability.
8. Assist the Public Works Director, as requested, regarding maintenance of public facilities and improvements.
9. Advise City Engineer on the purchase of suitable equipment and software necessary for completion of engineering tasks.

E. Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office and field equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

F. Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

G. Equipment Used in Performance of Job Tasks: Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software and geographic information system software; standard drafting tools; pipe locator; surveying equipment, engineering calculator; motor vehicle; phone; fax; mobile radio.

H. Other Positions This Employee Would Routinely Supervise: May direct the work of seasonal employees.

I. Supervision Received: Works under the supervision and direction of City Engineer (or City Administrator on an interim basis).

J. Other Comments/Requirements: These duties listed above are intended only as illustrations of the type of work that may be performed and is not to be considered all inclusive. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related, or constitutes a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position is subject to pre-employment drug and alcohol screening.

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Title: Police Chief

(Reedsburg Municipal Code 124)

Work Unit: Administration

City of Reedsburg Police Department

Immediate Supervisor: Mayor

POSITION IN BRIEF: This is a senior management position in which the incumbent functions as the chief operating officer of the police department. By statute, the Police Chief serves under the direction of the Mayor. The Police Chief routinely coordinates police department activities with the City Administrator. The Police Chief directs the day- to-day operations of the department and exercises law enforcement powers and responsibilities assigned under state statutes and municipal ordinances. The Police Chief must exercise independent judgment in often-complex matters related to law enforcement, including judgments that may be rendered in emergency situations. This position requires a high level of problem solving ability and self-initiative. Successful incumbents are those who are capable of making rational balanced decisions in line with the good of the community and the police department.

- I. Essential Knowledge, Skills, and Experience
 - A. Intermediate to advanced knowledge of police management theories, principles, practices and techniques.
 - B. Basic to intermediate knowledge of municipal structure and functions of city government, principles of public administration, capital budgeting, municipal budgeting, purchasing and contracting; knowledge of the role and authority of a Mayor as chief executive officer under Chapter 64, a police and fire commission under section 62.13, and a police chief under section 62.09(13), Wisconsin Statutes.
 - C. Intermediate to advanced knowledge of principles, techniques, and procedures used to evaluate individual, work unit, and agency performance.

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- D. Intermediate to advanced knowledge of constitutional theory and principles; federal law, state statutes, principles and practices growing out of case law with clear evidence of knowledge in the following areas of concern:
 - 1. Nature, purpose, and protection of civil rights including criminal sanctions and civil liability for the violation of civil rights by police agencies and officers.
 - 2. Legal issues and practices affecting police agencies in conducting searches, seizing property, making arrests, using force, conducting interrogations and investigations.
 - 3. Legal principles and practices insuring due process in dealing with members of the department and members of the community served by the department.
- E. Intermediate to advanced knowledge of principles and practices used in determining the need for and appropriate use of discipline in a police agency.
- F. Intermediate knowledge of labor relations and the statutory provisions governing municipal labor relations under Chapter 111, Wisconsin Statutes.
- G. Basic to intermediate knowledge of microcomputers and software used in database management, data analysis, and report generation in support of police operations.
- H. Intermediate to advanced skills in developing or directing the development and review of detailed operational policies governing agency practices, particularly those governing high speed pursuit, use of force, silent emergency response, sexual harassment, and handling citizen complaints against department members.
- I. Intermediate to advanced skills in preparing and presenting reports, orally and in writing.
- II. Special Qualifications Required or Desired
 - A. Bachelor's or higher degree from an accredited college or university (required); preference given to a field of study associated with law, police science, or criminology.

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- B. Certification or capacity to become certified under Wisconsin Statute 165.85(4) (required).
- C. Valid Wisconsin driver's license (required).
- D. Five or more years of satisfactory performance in a supervisory, command or senior staff position in a municipal law enforcement agency.

III. Essential Functions

- A. Plan, organize, staff, direct, and control the operations of the police department.
- B. Coordinate department activities with the Mayor, the City Administrator, the Common Council, the Police and Fire Commission, other boards, commissions, and committees.
- C. Coordinate planning with city officials, agencies and units of government.
- D. Review, write, and implement the written policies of the police department and communications center.
- E. Direct and monitor the activities of supervisory staff.
- F. Monitor the planning, implementation, and evaluation of field training, in-service, and specialized training programs.
- G. Provide a channel of communication between the police department and other city agencies.
- H. Monitor department expenditures and revenues.
- I. Compile and submit department activity reports to the Common council and Police and Fire Commission.
- J. Function as custodian of records for the police department.
- K. Assure public and internal accountability for the resources allocated to work units.

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- L. Counsel, coach and train subordinates and evaluate subordinates' accomplishments and the accomplishments of work units.
- M. Perform all legal functions as assigned by competent authority.

IV. Additional Functions

- A. Develop and submit the police department and communications center annual operating and outlay budgets.
- B. Assist the Police and Fire Commission in the development, review, and revision of policies and procedures governing the recruitment, screening, testing, and selection of police officers; advise and aid the commission in matters related to the promotion and retention of officers on the department.
- C. Respond to emergencies, including natural disasters, which impair or threaten the public's safety and require the use of police department resources.
- D. Serve as court officer for civil ordinance initial appearances.

V. Physical Requirements

Physical requirements vary with the nature of activities. The majority of tasks are performed indoors. Few tasks require heavy lifting, pushing or pulling, or carrying heavy loads. When augmenting or supervising field operations, flexibility is important because of the need to enter and exit buildings and vehicles, climb over and around objects, and move suddenly out of the way of danger. Mental alertness is very important because of the need to make fine discriminations and decisions based on subtle cues of impending danger and the need to discover inconsistencies in peoples' statements or testimony. Physical and mental demands can change dramatically within a few seconds, taxing the maximum of human endurance. Therefore, the Chief must maintain a physical and mental state of fitness and readiness that will enable him or her to handle (with minimal force and often without assistance) occasional contacts and involvement with dangerous and potentially dangerous people, animals and equipment.

VI. Working Conditions

When augmenting or supervising field operations some tasks performed may expose an individual to exhaust fumes, broken glass, smoke, blood borne and airborne pathogens, simple and deadly assault, vehicular accidents, and hazardous materials. Some tasks performed require

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the use of protective devices such as latex gloves, facemasks, gas masks, body armor, hearing protectors, safety goggles, and helmets.

VII. Equipment Used in Performance of Job Tasks

Specialized law enforcement equipment includes evidence collection instruments and materials, rifles, shotguns, pistols, OC gas, emergency medical equipment, batons, handcuffs, defibrillators, Intoxilizers, cameras, measuring devices, animal handling equipment, radar, laser, radios, and body armor. Microcomputers, typewriters, pens, pencils, tape recorders, and telephones are used primarily in performing administrative tasks. Automobiles are used frequently and routinely in all types of weather and road conditions, sometimes at high speed.

VIII. Removal

The major reasons for job removal are:

- A. The incumbent's inability to attend regularly to work.
- B. The incumbent's failure to competently perform the tasks, both critical and routine, associated with this position.
- C. The incumbent's failure to:
 - 1. support, and behave according to, the Department Mission.
 - 2. uphold the Oath of Office.
 - 3. behave in a manner consistent with the Code of Ethics.
 - 4. comply with original conditions of employment.
 - 5. avoid accrual of atypical amounts of corrective intervention, direction, counseling, discipline and/or remedial training time.

OTHER POSITIONS THIS EMPLOYEE WOULD ROUTINELY SUPERVISE:

Lieutenants
Sergeants

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Communications Supervisor

NOTE: *This policy is for department use only, and does not apply in any civil or criminal proceeding. This policy should not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this policy will only form the basis for departmental administrative sanctions.*

By Order of:

Patrick B Cummings

January 21, 2020

Chief of Police

Date

**Reedsburg Police Department
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Section: Personnel		Subject: Lieutenant	Number: 4-2500
Issued: 02/2011	Revised: 1/2020	Review Due: 07/2022	Distribution: All

Title: Police Lieutenant

(Reedsburg Municipal Code 124)

Immediate Supervisor: Chief of Police

POSITION IN BRIEF: This is a salaried, nonunion, supervisory position requiring the direct accomplishment of tasks associated with the supervision of first-line patrol supervisors and/or police detectives to insure the proper and efficient delivery of department services. Special emphasis on coaching, assisting, training, and evaluating police officers in the field and in the police department. It is occasionally a physically and emotionally demanding position in which the Lieutenant must function as part of a cohesive work unit while supervising the unit's activities, or act independently in performing assigned tasks. An individual in this position must be able to exercise independent judgment and perform tasks without supervision, especially in emergency situations. In addition to supervisory duties the Lieutenant is expected to perform Patrol or Investigative tasks routinely.

I. Essential Knowledge, Skills, and Experience

- A. Intermediate knowledge of patrol officer supervision theory, techniques, and principles.
- B. Intermediate knowledge of police management theory, principles, techniques, and practices.
- C. Intermediate knowledge of internal investigation theory, principles, techniques, and practices.
- D. Intermediate knowledge of labor law.
- E. Intermediate knowledge of tactics, techniques, and equipment commonly used to accomplish police job tasks.
- F. Intermediate to advanced knowledge of state statutes, local ordinances, and judicial processes.
- G. Intermediate to advanced knowledge of arrest and detention principles, practices, and techniques, and the constitutional requirements associated with arrest and detention.
- H. Intermediate to advanced knowledge of search and seizure principles, practices, and techniques, and the constitutional requirements associated with search and seizure.

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- I. Intermediate to advanced knowledge of criminal investigation principles, practices, and techniques, and the constitutional requirements associated with criminal investigations.
- J. Intermediate to advanced knowledge of evidence seizure, collection, and preservation principals, practices, and techniques, and the constitutional requirements associated with evidence processing.
- K. Intermediate knowledge of routine patrol operations principles, practices, and techniques.
- L. Intermediate knowledge of emergency response principles, practices, and techniques.
- M. Basic to intermediate knowledge of traffic enforcement principles, practices, and techniques.
- N. Basic to intermediate knowledge of drunk driving enforcement principles, practices, and techniques.
- O. Basic to intermediate knowledge of traffic accident prevention and investigation principles, practices, and techniques.
- P. Intermediate to advanced knowledge of apprehension, restraint, and control principles, practices, and techniques.
- Q. Intermediate to advanced knowledge of commonly employed police weapons, both lethal and non-lethal, principles, practices, and techniques, and associated constitutional requirements associated with the use of force.
- R. Basic to intermediate knowledge of first responder and first aid practices, principles, and techniques.
- S. Basic to intermediate knowledge of police vehicle operation principles, practices, and techniques.
- T. Intermediate to advanced knowledge of report writing principles, practices, and techniques.
- U. Basic to intermediate knowledge of police communications systems.
- V. Intermediate to advanced knowledge of interpersonal communications principles, practices, and techniques.
- W. Intermediate to advanced knowledge of conflict resolution and civil disorder principles, practices, and techniques.
- X. Intermediate to advanced knowledge of community relations principles, practices, and techniques.
- Y. Intermediate to advanced knowledge of court function principles, practices, and procedures.
- Z. Intermediate to advanced knowledge of police discipline theory, principles, and practices.

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II. Special Qualifications Required or Desired

- A. Bachelor's Degree (desired).
- B. Certification or capacity to become certified under Wisconsin Statute 165.85(4) (required).
- C. Valid Wisconsin driver's license (required).
- D. Sergeant or Detective for the City of Reedsburg in good standing for a minimum of 3 years (required).
- E. Investigative experience (desired).

III. Essential Functions

- 1. The duties and responsibilities of the Lieutenant shall be:
 - a. To perform the duties of the Chief of Police in the event of his/her absence or the vacancy of that position.
 - b. To be responsible for the performance of the Sergeants and/or Detectives, and be responsible for the day-to-day operations of such personnel including the performance, conduct, appearance, equipment, and assignment of same.
 - c. To function in a dual capacity when necessary as a shift supervisor in the absence of regular, uniformed supervision with full supervisory authority and responsibility over and for subordinates and when not acting in a supervisory capacity, to perform the duties of a Patrol Officer or Detective.
 - d. To promptly notify the Chief of Police of violations of policy, procedures, or violations of statutes or ordinances which may come to his/her attention and where necessary, initiate and follow-up disciplinary actions against subordinates reporting the results thereof to the Chief of Police.
 - e. Complete bi-annual performance evaluations of employees under their span of control and other personnel assigned to him/her.
 - f. Maintain, in an updated manner, and insure that subordinates also maintain in like manner, a copy of the Department's Policies and Procedures.
 - g. Perform the duties of a patrol officer when necessary.

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- h. Give courtroom testimony when necessary.
- i. To emulate the Departmental philosophy of delivery of law enforcement services in a friendly and concerned, but when necessary firm and compassionate manner.
- j. Follow the chain of command.
- k. To be responsible for the planning and organization of the Detective Bureau or Command uniformed shift as assigned.
- l. To be responsible for conducting crime analysis as needed.
- m. Perform such other duties as may be assigned by the Chief of Police.
- n. Perform all legal functions as assigned by competent authority.

IV. Additional Functions

- A. Give public information presentations (as needed).
- B. Successfully complete in-service training (annually).
- C. Attend range training (as required).
- D. Assist Chief of Police in various administrative tasks (as needed).

V. Physical Requirements

Performance of routine tasks associated with this position requires a capacity to intermittently sit, stand, walk, bend, and lift moderately heavy (25 to 30 lbs) objects; occasional, but essential, capacity to run or sprint for short (less than 100 yards) distances; capacity to apprehend, restrain, and subdue violent persons with bare hands, baton, OC gas, or firearms; capacity to lift heavy (50 to 100 lbs) objects unassisted; capacity to drag heavier (175 to 225 lbs) objects unassisted; capacity to lift objects over 100 lbs with assistance; capacity to climb or jump over objects; capacity to climb down from objects; capacity to walk, stand, or direct traffic for long (1 to 6 hours) periods of time without rest;; capacity to crawl through openings and function in confined areas; capacity to balance on uneven or narrow surfaces; capacity to use body force to gain entry through barriers.

VI. Working Conditions

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Some tasks performed may expose an individual to exhaust fumes, broken glass, smoke, blood-borne and airborne pathogens, simple and deadly assault, vehicular accidents, and hazardous materials. Some tasks performed require the use of protective devices such as latex gloves, facemasks, gas masks, body armor, hearing protectors, safety goggles, and helmets. Work is often performed outdoors in extreme cold, heat, or other extreme weather conditions, and sometimes consists of long periods of boredom interrupted by short but intense periods of extreme emotional and/or physical stress.

VII. Equipment Used in Performance of Job Tasks

Specialized law enforcement equipment includes evidence collection instruments and materials, rifles, shotguns, pistols, OC gas, emergency medical equipment, batons, handcuffs, Intoximeters, cameras, measuring devices, animal handling equipment, radar, laser, radios, automatic defibrillators and body armor. Microcomputers, typewriters, pens, pencils, tape recorders, and telephones are used primarily in performing administrative tasks. Automobiles are used frequently and routinely in all types of weather and road conditions, sometimes at high speed.

VIII. Removal

The major reasons for job removal are:

- A. Economic conditions that cause reductions in the work force.
- B. The incumbent's inability to attend regularly to work.
- C. The incumbent's failure to competently perform the tasks, both critical and routine, associated with this position.
- D. The incumbent's failure to:
 - 1. Support, and behave according to, the Department Mission.
 - 2. Uphold the Oath of Office
 - 3. Behave in a manner consistent with the Code of Ethics.
 - 4. Comply with original conditions of employment.
 - 5. Avoid accrual of atypical amounts of supervisory corrective intervention, direction, counseling, discipline and/or remedial training time.

OTHER POSITIONS THIS EMPLOYEE WOULD ROUTINELY SUPERVISE:

Sergeants
Detectives
School Resource Officer

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Patrol Officers

By Order of:

Patrick B Cummings

January 21, 2020

(Chief of Police)

(Date)

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Section: Personnel		Subject: Sergeant	Number: 4-2600
Issued: 02/2011	Revised: 1/2020	Review Due: 07/2022	Distribution: All

Title: Police Sergeant

(Reedsburg Municipal Code 124)

Work Unit: Patrol/Investigative Operations

City of Reedsburg Police Department

Immediate Supervisor: Lieutenant

POSITION IN BRIEF: This is a salaried, nonunion, first line field supervisory position requiring the direct accomplishment of tasks associated with the supervision of police officers in the field to insure the proper and efficient delivery of department services: accident investigation, crime prevention, investigations, response to citizen complaints and calls for assistance, community education, and communications and emergency services, with special emphasis on coaching, assisting, training, and evaluating police officers in the field and in the police department. It is occasionally a physically and emotionally demanding position in which an individual sergeant must function as part of a cohesive work unit (patrol shift) while supervising the unit's activities, or act independently in performing assigned tasks (unit supervisor). An individual in this position rarely performs tasks under the immediate and present supervision of the Chief of Police, and must be able to exercise independent judgment and perform tasks without supervision, especially in emergency situations. In addition to supervising subordinates a sergeant is expected to perform all investigative or patrol officer tasks routinely.

I. Essential Knowledge, Skills, and Experience

- A. Basic to intermediate knowledge of patrol officer supervision theory, techniques, and principles.
- B. Basic to intermediate knowledge of police management theory, principles, techniques, and practices.
- C. Basic to intermediate knowledge of internal investigation theory, principles, techniques, and practices.
- D. Basic knowledge of labor law.
- E. Basic to intermediate knowledge of tactics, techniques, and equipment commonly used to accomplish police job tasks.
- F. Intermediate to advanced knowledge of state statutes, local ordinances, and judicial processes.

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- G. Intermediate to advanced knowledge of arrest and detention principles, practices, and techniques, and the constitutional requirements associated with arrest and detention.
- H. Intermediate to advanced knowledge of search and seizure principles, practices, and techniques, and the constitutional requirements associated with search and seizure.
- I. Basic to intermediate knowledge of criminal investigation principles, practices, and techniques, and the constitutional requirements associated with criminal investigations.
- J. Intermediate to advanced knowledge of evidence seizure, collection, and preservation principles, practices, and techniques, and the constitutional requirements associated with evidence processing.
- K. Basic to intermediate knowledge of routine patrol operations principles, practices, and techniques.
- L. Basic to intermediate knowledge of emergency response principles, practices, and techniques.
- M. Basic to intermediate knowledge of traffic enforcement principles, practices, and techniques.
- N. Basic to intermediate knowledge of drunk driving enforcement principles, practices, and techniques.
- O. Basic to intermediate knowledge of traffic accident prevention and investigation principles, practices, and techniques.
- P. Intermediate to advanced knowledge of apprehension, restraint, and control principles, practices, and techniques.
- Q. Intermediate to advanced knowledge of commonly employed police weapons, both lethal and non-lethal, principles, practices, and techniques, and associated constitutional requirements associated with the use of force.
- R. Basic to intermediate knowledge of first responder and first aid practices, principles, and techniques.
- S. Basic to intermediate knowledge of police vehicle operation principles, practices, and techniques.
- T. Intermediate to advanced knowledge of report writing principles, practices, and techniques.
- U. Basic to intermediate knowledge of police communications systems.
- V. Intermediate to advanced knowledge of interpersonal communications principles, practices, and techniques.
- W. Intermediate to advanced knowledge of conflict resolution and civil disorder principles, practices, and techniques.

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- X. Intermediate to advanced knowledge of community relations principles, practices, and techniques.
- Y. Intermediate to advanced knowledge of court function principles, practices, and procedures.
- Z. Intermediate to advanced knowledge of police discipline theory, principles, and practices.

II. Special Qualifications Required or Desired

- A. Bachelor's Degree (desired).
- B. Certification or capacity to become certified under Wisconsin Statute 165.85(4) (required).
- C. Valid Wisconsin driver's license (required).
- D. Police officer for the City of Reedsburg in good standing for minimum of 3 years (required).
- E. Successful completion of first line supervisory training (Wisconsin Training & Standards) within 120 days of promotion (required).

III. Essential Functions

- A. Under the direction of the Chief of Police, perform routine patrol, enforce laws and ordinances, answer calls for service, respond to emergencies, investigate crimes, investigate traffic accidents, write reports, or perform investigative functions.
- B. Perform tasks associated with supervision of patrol officers or detectives.
- C. Perform other duties as directed or needed (IA investigations, training).
- D. Perform all legal functions as assigned by competent authority.

IV. Additional Functions

- A. Give public information presentations (as needed).
- B. Successfully complete in-service training (annually).
- C. Attend range training (as required).
- D. Testify in court (as needed).
- E. Assist Chief of Police in various administrative tasks (as needed).

V. Functions Description

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Sergeants shall perform those duties currently and traditionally performed; those duties as lawfully directed by superiors, and those duties including, but not necessarily limited to the following:

1. Plan, organize, and direct the activities of subordinates.
2. Obey and transmit all orders of the Chief of Police and ensure uniform interpretation of, and compliance with, all orders, directives, and policies.
3. Review and examine all reports for honesty, timeliness, accuracy and completeness; returning all deficient reports for remedial action.
4. Determine the activities of subordinates based on data concerning accidents, criminal activity, citizen complaints, and the department mission and goals.
5. Review and approve assignment sheets, citations, warrant pick ups, and other documents and reports concerning subordinates under their supervision as necessary to assure their proper deployment, supervision, and control.
6. Act independently, as well as collaborate with the Chief of Police, for the purpose of:
 - a. Organizing, conducting, and documenting a continuing program of employee training, development, and performance evaluation.
 - b. Appropriately recognizing outstanding employee performance.
 - c. Appropriately addressing poor employee performance.
 - d. Appropriately addressing employee disciplinary problems.
7. Ensure the legal and civil treatment of all persons within the scope of police authority, and shall investigate all cases of alleged misconduct by subordinates, preparing reports and effectively disciplining subordinates when appropriate.
8. Ensure through the appropriate inspection and review the operational readiness of the work force, and take appropriate actions to correct deficiencies.
9. Actively participate in field operations as needed and appropriate; answer radio calls for service; respond to calls for assistance from subordinates; respond to emergency calls; respond to all death investigations and serious incidents and vehicle accidents.
10. Be familiar with all laws and ordinances, department policies, procedures, rules, and customs, and execute related procedures, including:
 - a. Inspection of public and commercial amusement places for conformity to laws and ordinances.
 - b. Investigation of conditions adversely affecting the peace, safety, and/or welfare of citizens.
 - c. Enforcement of laws and ordinances to control and suppress illicit traffic in liquor, narcotics, and gambling through alert and aggressive patrol.

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11. Submit to the Chief of Police, in prescribed form and detail, such reports as may be required to accurately reflect the problems, activities, services, and needs of subordinates.
12. Work in concert with each other, gathering all information pertinent to the conduct of business of assigned shifts, and sharing such information regularly.
13. Assemble personnel under their supervision for roll call and briefing; inspect them for proper appearance and fitness for duty, and provide them with the necessary information and equipment for the proper performance of their duties.
14. Devote maximum possible time to the observation and supervision of operations within their assigned shifts, noting and correcting deficiencies among subordinates as needed and appropriate.
15. Become thoroughly acquainted with the capabilities of subordinates and report impartially in writing to the chief of police every case of misconduct, incompetence, neglect of duty, and serious or repeated violations of department rules and regulations.
16. Promote fleet and personal safety among subordinates, exerting every effort toward reduction of hazards and accidents.
17. Investigate all instances of damage, neglect, or loss of department equipment; complete prescribed reports, and take necessary corrective, remedial, or disciplinary action.
18. Instruct subordinates in all aspects of police operations.
19. Conduct themselves at all times with sobriety, watchfulness, and professionalism; honor and maintain the confidentiality of information made known to them by virtue of their rank; treat all subordinates with respect, dignity, and compassion; promote department goals, objectives, and values.
20. Complete all other duties as directed by competent authority.

VI. Physical Requirements

Performance of routine tasks associated with this position requires a capacity to intermittently sit, stand, walk, bend, and lift moderately heavy (25 to 30 lbs) objects; occasional, but essential, capacity to run or sprint for short (less than 100 yards) distances; capacity to apprehend, restrain, and subdue violent persons with bare hands, baton, OC gas, or firearms; capacity to lift heavy (50 to 100 lbs) objects unassisted; capacity to drag heavier (175 to 225 lbs) objects unassisted; capacity to lift objects over 100 lbs with assistance; capacity to climb or jump over objects; capacity to climb down from objects; capacity to walk, stand, or direct traffic for long (1 to 6 hours) periods of time without rest;; capacity to crawl through openings and function in confined areas;

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capacity to balance on uneven or narrow surfaces; capacity to use body force to gain entry through barriers.

VI. Working Conditions

Some tasks performed may expose an individual to exhaust fumes, broken glass, smoke, blood-borne and airborne pathogens, simple and deadly assault, vehicular accidents, and hazardous materials. Some tasks performed require the use of protective devices such as latex gloves, facemasks, gas masks, body armor, hearing protectors, safety goggles, and helmets. Work is often performed outdoors in extreme cold, heat, or other extreme weather conditions, and sometimes consists of long periods of boredom interrupted by short but intense periods of extreme emotional and/or physical stress.

VII. Equipment Used in Performance of Job Tasks

Specialized law enforcement equipment includes evidence collection instruments and materials, rifles, shotguns, pistols, OC gas, emergency medical equipment, batons, handcuffs, intoximeters, cameras, measuring devices, animal handling equipment, radar, laser, radios, automatic defibrillators and body armor. Microcomputers, typewriters, pens, pencils, tape recorders, and telephones are used primarily in performing administrative tasks. Automobiles are used frequently and routinely in all types of weather and road conditions, sometimes at high speed.

VIII. Removal

The major reasons for job removal are:

- A. Economic conditions that cause reductions in the work force.
- B. The incumbent's inability to attend regularly to work.
- C. The incumbent's failure to competently perform the tasks, both critical and routine, associated with this position.
- D. The incumbent's failure to:
 - 1. Support, and behave according to, the Department Mission.
 - 2. Uphold the Oath of Office
 - 3. Behave in a manner consistent with the Code of Ethics.
 - 4. Comply with original conditions of employment.
 - 5. Avoid accrual of atypical amounts of supervisory corrective intervention, direction, counseling, discipline and/or remedial training time.

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OTHER POSITIONS THIS EMPLOYEE WOULD ROUTINELY SUPERVISE:

Detectives

Patrol Officers

By Order of:

Patrick B Cummings

January 21, 2020

(Chief of Police)

(Date)

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Title: Police Officer

(Reedsburg Municipal Code 124)

Work Unit: Patrol Operations

City of Reedsburg Police Department

Immediate Supervisor: Shift Commander

POSITION IN BRIEF: This is an entry level position requiring the direct accomplishment of tasks associated with police patrol, traffic control and enforcement, accident investigation, crime investigation, crime prevention, response to citizen complaints and calls for assistance, community education, and communications and emergency services. Major responsibilities require commitment to the department's mission. All assigned duties and tasks are expected to be performed in an effective, efficient and safe manner. Personal conduct and behavior, both on and off duty, must be such that it does not unnecessarily endanger the community's trust or confidence in the Reedsburg Police Department or its employees. It is a position in which an incumbent must function as part of a cohesive work unit (patrol shift), or act independently in performing assigned tasks. While an individual in this position sometimes performs tasks under the immediate and present supervision of a sergeant, a police officer must be able to exercise independent judgment and perform tasks without supervision, especially in emergency situations.

A. Essential Knowledge, Skills, and Experience

1. Basic to intermediate knowledge of tactics, techniques, and equipment commonly used to accomplish police job tasks.
2. Basic to intermediate knowledge of state statutes, local ordinances, and judicial processes.
3. Basic to intermediate knowledge of arrest and detention principles, practices, and techniques, and the constitutional requirements associated with arrest and detention.
4. Basic to intermediate knowledge of search and seizure principles, practices, and techniques, and the constitutional requirements associated with search and seizure.

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5. Basic knowledge of criminal investigation principles, practices, and techniques, and the constitutional requirements associated with criminal investigations.
6. Basic knowledge of evidence seizure, collection, and preservation principals, practices, and techniques, and the constitutional requirements associated with evidence processing.
7. Basic knowledge of routine patrol operations principles, practices, and techniques.
8. Basic knowledge of emergency response principles, practices, and techniques.
9. Basic to intermediate knowledge of traffic enforcement principles, practices, and techniques.
10. Basic to intermediate knowledge of drunk driving enforcement principles, practices, and techniques.
11. Basic to intermediate knowledge of traffic accident prevention and investigation principles, practices, and techniques.
12. Basic to intermediate knowledge of apprehension, restraint, and control principles, practices, and techniques.
13. Basic knowledge of commonly employed police weapons, both lethal and nonlethal, principles, practices, and techniques, and constitutional requirements associated with the use of force.
14. Basic to intermediate knowledge of first responder and first aid practices, principles, and techniques.
15. Basic knowledge of police vehicle operation principles, practices, and techniques.
16. Basic to intermediate knowledge of report writing principles, practices, and techniques.
17. Basic knowledge of police communications systems.
18. Basic to intermediate knowledge of interpersonal communications principles, practices, and techniques.

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19. Basic knowledge of conflict resolution and civil disorder principles, practices, and techniques.
20. Basic to intermediate knowledge of community relations principles, practices, and techniques.
21. Basic knowledge of court function principles, practices, and procedures.
22. Basic knowledge of municipal government function.

B. Special Qualifications Required or Desired

1. Successful completion of at least 60 (sixty) college credits required.
2. Certification or capacity to become certified under Wisconsin Statute 165.85(4) required.
3. Valid Wisconsin driver's license required.

C. Essential Functions

1. Under the supervision of a sergeant, perform routine patrol, enforce laws and ordinances, answer calls for service, respond to emergencies, investigate crimes, investigate traffic accidents, write reports.
2. Perform all legal functions as assigned by competent authority.

Essential functions involve consistent and predictable attendance, protecting the general safety of the public, investigating cases, interviewing and interrogating witnesses, victims and suspects, conducting pending case follow ups, preparing and serving civil and criminal processes, protecting persons and property, and securing and protecting prisoners in custody.

When not directly handling case assignments or working on a specific job task, the incumbent must be capable and willing to use their self-directed work time in an efficient manner. This includes performance on the priority tasks assigned to this position by the Chief of Police. The incumbent is expected to accept the responsibility for knowing routine job assignments and performing them without having to be told to do so by

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supervisory personnel. As necessary, the incumbent may be required temporarily to assume the duties, activities and tasks of the first line supervisor.

D. Additional Functions

1. Give public information presentations. (as needed)
2. Successfully complete in-service training. (annually)
3. Attend range training. (as required)
4. Testify in court. (as needed)

E. Functions Description

Police Officers shall demonstrate knowledge of pertinent laws, requirements, procedures, policies, and practices in performing each job task associated with their position. Patrol officers shall perform those duties currently and traditionally performed; those duties as lawfully directed by superiors, and those duties including, but not necessarily limited to the following:

1. Arrest & Detention
 - a. Arrest law breakers with or without warrant, as appropriate.
 - b. Advise suspects of constitutional rights in custodial environment.
 - c. Take critically mentally ill persons into protective custody.
 - d. Take persons incapacitated by alcohol into protective custody.
 - e. Take incapacitated developmentally disabled persons into protective custody.
 - f. Issue citation to offender in lieu of custodial arrest.
 - g. Explain nature of arrest to offender.
 - h. Detain persons temporarily for questioning.
 - i. Verify warrant before arrest.
 - j. Take person into custody on P&P pickup order.
2. Searches
 - a. Conduct searches based on probable cause.
 - b. Search persons, premises, property incident to lawful arrest.

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- c. Search premises or property with consent.
- d. Search persons, property, and premises pursuant to search warrant.
- e. Conduct plain view searches.
- f. Search abandoned property.
- g. Search unconscious or helpless person for Medic-Alert
- h. Search buildings/areas for suspects, bombs, missing persons, evidence.
- i. Search for lost, missing persons.

3. Criminal Investigations

- a. Complete preliminary and follow up investigations of crimes.
- b. Conduct preliminary and follow up death investigations.
- c. Utilize department records to assist in investigations.
- d. Utilize T.I.M.E. System to assist in investigations.
- e. Conduct line ups, photo line ups, and show ups.
- f. Use resources such as post office, utilities, etc.
- g. Locate witnesses, suspects, and victims.
- h. Conduct intelligence gathering on known/suspected offenders.
- i. Interview/interrogate suspects, witnesses, victims.
- j. Conduct surveillance of suspects, locations, events.
- k. Exchange data with fellow officers, supervisors, other agencies.
- l. Review crime lab reports to assist in investigations.
- m. Recruit and properly document and control confidential informants.
- n. Verify reliability/credibility of witnesses.
- o. Obtain arrest and search warrants.

4. Evidence & Property Seizure, Collection, & Preservation.

- a. Secure and protect crime, accident, and disaster scenes.
- b. Sketch, photograph, videotape crime, accident, and disaster scenes.
- c. Collect and preserve latent prints and trace evidence.
- d. Collect, document, preserve and transfer stolen and found property.
- e. Witness autopsies and collect further evidence from bodies.
- f. Document chain of custody on all property & evidence.
- g. Properly dispose of property and document disposition properly.

5. Patrol Operations

- a. Respond to routine and emergency calls for service.

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- b. Observe patrol area for criminal activity.
- c. Observe business and residential areas for illegal entry.
- d. Identify and investigate suspicious persons and circumstances.
- e. Respond to fire, burglary, robbery, and trouble alarms.
- f. Check doors and windows of businesses for security.
- g. Check residences on vacation list.
- h. Report beat conditions to appropriate persons.
- i. Direct patrol as ordered by supervisors.
- j. Issue warnings and citations to pedestrians and motorists.
- k. Stop vehicles to arrest, warn, or investigate operator or passengers.
- l. Direct patrol according to school activity.
- m. Direct patrol according to time of day.

6. Unusual Situations

- a. Respond to and stabilize barricaded and hostage situations.
- b. Evacuate persons from barricaded, bomb threat, other situations.
- c. Provide security at disaster/unusual scenes.
- d. Transport persons in need of assistance and not under arrest.
- e. Advise citizens of hazards (gunman, leaking gas, etc.).
- f. Set up LZ for Med-Flight.
- g. Transfer blood or medical supplies in emergencies.

7. Traffic Enforcement

- a. Inspect operator's license status during traffic stops.
- b. Inspect vehicle registration status and check for wants during traffic stops.
- c. Determine speed of vehicles by pacing or radar.
- d. Remove vehicles or other items obstructing traffic.
- e. Issue parking tickets.
- f. Direct traffic for parades, funerals, fires, accidents.
- g. Observe and monitor vehicle and pedestrian traffic for violations.
- h. Issue equipment warnings.
- i. Issue Uniform Traffic Citations.
- j. Issue written warnings.
- k. Report traffic conditions to proper persons.
- l. Monitor construction zones.
- m. Monitor "road closed" areas.

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8. OMVWI Enforcement

- a. Watch for characteristics of impaired drivers.
- b. Administer PBT tests.
- c. Administer field sobriety tests.
- d. Administer Intoximeter tests.
- e. Assess suitability of person taking custody of offender.
- f. Incarcerate offenders.

9. Traffic Accident Investigation.

- a. Protect scene from secondary accidents.
- b. Inspect scene for fire potential and notify fire department.
- c. Inspect for and treat injuries.
- d. Request appropriate services (EMS, fire, etc.)
- e. Evaluate driver conditions requiring re-test.
- f. Evaluate drivers for OMVWI and other violations.
- g. Investigate and properly document investigation.
- h. Properly complete required reports and forms.

10. Apprehension, Restraint, & Control

- a. Pursue offenders on foot and in vehicles.
- b. Subdue person attacking, resisting, fleeing.
- c. Disarm armed offenders.
- d. Properly use handcuffs and other restraints.
- e. Properly use OC gas, baton, firearms, pain compliance measures.
- f. Coordinate with other officers for proper restraint of violent subjects.
- g. Maintain safety and control of persons in custody.

11. Weapons

- a. Use pistol, rifle, shotgun per policy and training.
- b. Use baton, OC gas, Taser, open hand techniques per policy and training.
- c. Qualify with all weapons and techniques as required.
- d. Clean and properly maintain weapons.

12. First Responder

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- a. Assess and prioritize injuries and treatment.
- b. Notify and assist EMS.
- c. Evaluate injured and ill persons for appropriate action.
- d. Properly administer oxygen when appropriate.

13. Police Vehicle Operation

- a. Operate police vehicles under normal and emergency conditions.
- b. Operate police vehicles in pursuits.
- c. Operate police vehicles in a variety of road, weather, and vehicle conditions.
- d. Inspect, maintain, and clean police vehicles.

14. Department Records

- a. Take notes; read and write reports.
- b. Read and understand department policies and procedures.
- c. Determine proper classification of complaints.
- d. Properly fill out required forms and reports in a timely manner.
- e. Use computers to access information.
- f. Route forms and reports properly.
- g. Maintain security of records.
- h. Maintain confidentiality of records.

15. Communications

- a. Properly use department radio equipment.
- b. use telephones, hand signals, ten codes.
- c. Respond verbally to requests from citizens and supervisors.
- d. Request and assist interpreters.

16. Conflict Resolution & Civil Disorder.

- a. Mediate civil, family, neighborhood, student, children disputes.
- b. Calm angry and irrational persons.
- c. Remain neutral in all disputes.

17. Procedures

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- a. Properly perform tasks as ordered.
- b. Attend roll calls and briefing.
- c. Process and complete juvenile referrals, emergency mental commitments, and substance abuse commitments.
- d. Maintain professional appearance and demeanor.
- e. Prepare and submit daily activity reports.
- f. Assist citizens under a variety of non-enforcement conditions.
- g. Respond to mutual aid requests.
- h. Perform office duties, animal control, and other duties as required or directed.

18. Community Relations

- a. Conduct crime prevention, school safety, drug avoidance, and other public education programs.
- b. Represent department at community functions and events.
- c. Provide referral services and information to citizens.
- d. Perform foot patrol regularly.
- e. Demonstrate knowledge of citizen complaint procedure.
- f. Behave in a calm, balanced, and professional manner at all times.

19. Court Functions

- a. Confer with prosecuting attorney about cases and proceedings.
- b. Know and interpret statutes to determine appropriate charges.
- c. Review data and prepare properly for testimony.
- d. Testify at trials and other legal proceedings.
- e. Obtain arrest and search warrants.
- f. Serve subpoenas and other process papers and notices.
- g. Perform court officer duties and assist in court room security as directed.

20. All other duties as directed by competent authority.

F. Physical Requirements

Physical requirements vary with the nature of cases assigned. The majority of tasks are performed while working from a cruiser or indoors. Few tasks require heavy lifting, pushing or pulling, or carrying heavy loads. Flexibility is important because of the frequent need to enter and exit buildings and vehicles, climb over and around objects, and move

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suddenly out of the way of danger. Mental alertness is very important because of the need to make fine discriminations and decisions based on subtle cues of impending danger and the need to discover inconsistencies in peoples' statements or testimony. Physical and mental demands can change dramatically within a few seconds, taxing the maximum of human endurance. Therefore, the incumbent must maintain a physical and mental state of fitness and readiness that will enable him or her to handle (with minimal force and often without assistance) occasional contacts and involvement with dangerous and potentially dangerous people, animals and equipment.

G. Working Conditions

Some tasks performed may expose an individual to exhaust fumes, broken glass, smoke, bloodborne and airborne pathogens, simple and deadly assault, vehicular accidents, and hazardous materials. Some tasks performed require the use of protective devices such as latex gloves, face masks, gas masks, body armor, hearing protectors, safety goggles, and helmets. Work is sometimes performed outdoors in extreme cold, heat, or other extreme weather conditions.

H. Equipment Used in Performance of Job Tasks

Specialized law enforcement equipment includes evidence collection instruments and materials, rifles, shotguns, pistols, OC gas, emergency medical equipment, batons, handcuffs, Intoxilyzer, cameras, measuring devices, animal handling equipment, radar, laser, radios, and body armor. Microcomputers, typewriters, pens, pencils, tape recorders, and telephones are used primarily in performing administrative tasks. Automobiles are used frequently and routinely in all types of weather and road conditions, sometimes at high speed.

I. Removal:

1. The major reasons for job removal are:
 - i. Economic conditions that cause reductions in the work force.
 - ii. The incumbent's inability to attend regularly to work.
 - iii. The incumbent's failure to competently perform the tasks, both critical and routine, associated with this position.
 - iv. The incumbent's failure to:
 - a. support and act according to the Department Mission
 - b. uphold the Oath of Office
 - c. behave in a manner consistent with the Code of Ethics.

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- d. The incumbent's failure to comply with original conditions of employment.
- e. The incumbent's accrual of atypical amounts of supervisory corrective intervention, direction, counseling, and/or remedial training time.

OTHER POSITIONS THIS EMPLOYEE WOULD ROUTINELY SUPERVISE:

None

By Order of:

Patrick B Cummings

(Chief of Police)

January 21, 2020

(Date)

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Title: Detective

(Reedsburg Municipal Code 124)

Work Unit: Detective Bureau

City of Reedsburg Police Department

Immediate Supervisor: Unit Commander

POSITION IN BRIEF: This is a first line position requiring the direct accomplishment of tasks associated with initial and follow up criminal investigations. It is a position in which the incumbent must act independently in performing assigned tasks. Major responsibilities require commitment to the department's mission. All assigned duties and tasks are expected to be performed in an effective, efficient and safe manner. Personal conduct and behavior, both on and off duty, must be such that it does not unnecessarily endanger the community's trust or confidence in the Reedsburg Police Department or its employees. This position requires a high level of problem solving ability and self-initiative, and the ability and willingness to make decisions a majority of the time without direct supervision.

A. Essential Knowledge, Skills, and Experience

1. Intermediate to advanced knowledge of state statutes, local ordinances, and judicial processes.
2. Intermediate to advanced knowledge of arrest and detention principles, practices, and techniques, and the constitutional requirements associated with arrest and detention.
3. Intermediate to advanced knowledge of search and seizure principles, practices, and techniques, and the constitutional requirements associated with search and seizure.
4. Basic to intermediate knowledge of criminal and crime scene investigation principles, practices, and techniques, and the constitutional requirements associated with criminal and crime scene investigations.

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5. Intermediate to advanced knowledge of evidence seizure, collection, and preservation principals, practices, and techniques, and the constitutional requirements associated with evidence processing.
6. Basic to intermediate knowledge of emergency response principles, practices, and techniques.
7. Basic to intermediate knowledge of traffic enforcement principles, practices, and techniques.
8. Basic to intermediate knowledge of apprehension, restraint, and control principles, practices, and techniques.
9. Basic to intermediate knowledge of commonly employed police weapons, both lethal and nonlethal, principles, practices, and techniques, and constitutional requirements associated with the use of force.
10. Basic knowledge of first responder and first aid practices, principles, and techniques.
11. Basic knowledge of police vehicle operation principles, practices, and techniques.
12. Advanced demonstrated knowledge of effective police report writing principles, practices, and techniques.
13. Advanced working knowledge of interview and interrogation principles, practices and techniques.
14. Basic knowledge of police communications systems.
15. Advanced working knowledge of interpersonal communications principles, practices, and techniques, and the demonstrated ability to work efficiently and effectively with a wide variety of personalities and behaviors under a wide variety of conditions.
16. Basic knowledge of community relations principles, practices, and techniques.

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17. Intermediate to advanced working knowledge of court function principles, practices, and procedures and above average ability to prepare properly for court proceedings and to testify effectively.
18. Basic knowledge of municipal government function.

B. Special Qualifications Required or Desired:

1. Successful completion of at least 60 (sixty) college credits required.
2. Certification or capacity to become certified under Wisconsin Statute 165.85(4) required.
3. Valid Wisconsin driver's license required.
4. Above average report writing ability required, including the ability to complete accurate reports quickly and consistently.
5. Above average interpersonal communications skills required.
6. Ability to work effectively with minimal supervision required.

C. Essential Functions:

Includes approximate percentage of duty time given to each:

1. Perform tasks associated with criminal investigations and apprehensions. (90%)
2. Perform other duties as directed or needed for the fulfillment of the department mission. (10%)
3. Perform all legal functions as assigned by competent authority.

Essential functions involve consistent and predictable attendance, protecting the general safety of the public, investigating cases, interviewing and interrogating witnesses, victims and suspects, conducting pending case follow ups, preparing and serving civil and criminal processes, protecting persons and property, and securing and protecting prisoners in custody. When required, the detective is expected to assume the duties of a uniformed patrol officer. As necessary, the Detective may be required to temporarily assume the duties, activities and tasks of a supervisor.

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When not directly handling case assignments or working on a specific job task, the detective must be capable and willing to use self-directed work time in an efficient manner. This includes performance on the priority tasks assigned to this position by the Chief of Police. The incumbent is expected to accept the responsibility for knowing routine job assignments and performing them without having to be told to do so by supervisory or command personnel.

D. Additional Functions:

1. Give public information/education presentations. (as directed)
2. Successfully complete in-service training. (annually)
3. Attend range training. (as required)
4. Testify in court. (as needed)

E. Functions Description:

A detective shall demonstrate knowledge of pertinent laws, requirements, procedures, policies, and practices in performing each job task associated with the position. A detectives shall perform those duties as lawfully directed by superiors, and those duties including, but not necessarily limited to the following:

1. Arrest & Detention
 - a. Arrest law breakers with or without warrant, as appropriate.
 - b. Advise suspects of constitutional rights in custodial environment.
 - c. Take critically mentally ill persons into protective custody.
 - d. Take persons incapacitated by alcohol into protective custody.
 - e. Take incapacitated developmentally disabled persons into protective custody.
 - f. Issue citation to offender in lieu of custodial arrest.
 - g. Explain nature of arrest to offender.
 - h. Detain persons temporarily for questioning.
 - i. Verify warrant before arrest.
 - j. Take persons into custody on P&P pickup order.
2. Searches

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- a. Conduct searches based on probable cause.
- b. Search persons, premises, property incident to lawful arrest.
- c. Search premises or property with consent.
- d. Search persons, property, and premises pursuant to search warrant.
- e. Conduct plain view searches.
- f. Search abandoned property.
- g. Search unconscious or helpless person for Medic-Alert
- h. Search buildings/areas for suspects, bombs, missing persons, evidence.
- i. Search for lost, missing persons.

3. Criminal Investigations

- a. Establish and maintain an efficient case tracking system.
- b. Complete preliminary and follow up investigations of crimes.
- c. Conduct critical missing person investigations.
- d. Conduct preliminary and follow up death investigations.
- e. Utilize department records to assist in investigations.
- f. Utilize T.I.M.E. System to assist in investigations.
- g. Conduct line ups, photo line ups, and show ups.
- h. Use resources such as post office, utilities, etc.
- i. Locate witnesses, suspects, and victims.
- j. Conduct intelligence gathering on known/suspected offenders.
- k. Interview/interrogate suspects, witnesses, victims.
- l. Conduct surveillance of suspects, locations, events.
- m. Exchange data with fellow officers, supervisors, other agencies.
- n. Review crime lab reports to assist in investigations.
- o. Recruit and properly document and control confidential informants.
- p. Verify reliability/credibility of witnesses.
- q. Obtain arrest and search warrants.

4. Evidence & Property Seizure, Collection, & Preservation.

- a. Secure and protect crime, accident, and disaster scenes.
- b. Sketch, photograph, videotape crime, accident, and disaster scenes.
- c. Collect and preserve latent prints and trace evidence.
- d. Collect, document, preserve and transfer stolen and found property.
- e. Witness autopsies and collect further evidence from bodies.
- f. Document chain of custody on all property & evidence.

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- g. Properly dispose of property and document disposition properly.
- 5. Unusual Situations
 - a. Perform as uniformed patrol officer as directed by superiors.
 - b. Respond to and stabilize barricaded and hostage situations.
 - c. Evacuate persons from barricaded, bomb threat, other situations.
 - d. Provide security at disaster/unusual scenes.
 - e. Transport persons in need of assistance and not under arrest.
 - f. Advise citizens of hazards (gunman, leaking gas, etc.).
 - g. Set up LZ for Med-Flight.
 - h. Transfer blood or medical supplies in emergencies.
- 6. Traffic Accident Investigation.
 - a. Investigate major accidents when directed, and properly document investigation.
- 7. Apprehension, Restraint, & Control
 - a. Pursue offenders on foot and in vehicles.
 - b. Subdue person attacking, resisting, fleeing.
 - c. Disarm armed offenders.
 - d. Properly use handcuffs and other restraints.
 - e. Properly use OC gas, baton, firearms, pain compliance measures.
 - f. Coordinate with other officers for proper restraint of violent subjects.
 - g. Maintain safety and control of persons in custody.
- 8. Weapons
 - a. Use pistol, rifle, shotgun per policy and training.
 - b. Use baton, OC gas, open hand techniques per policy and training.
 - c. Qualify with all weapons and techniques as required.
 - d. Clean and properly maintain weapons.
- 9. First Responder
 - a. Assess and prioritize injuries and treatment.
 - b. Notify and assist EMS.

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- c. Evaluate injured and ill persons for appropriate action.
- d. Properly administer oxygen when appropriate.

10. Police Vehicle Operation

- a. Operate police vehicles under normal and emergency conditions.
- b. Operate police vehicles in pursuits.
- c. Operate police vehicles in a variety of road, weather, and vehicle conditions.
- d. Inspect, maintain, and clean police vehicles.

11. Department Records

- a. Take notes; read and write reports.
- b. Read and understand department policies and procedures.
- c. Determine proper classification of complaints.
- d. Properly fill out required forms and reports in a timely manner.
- e. Use computers to access information.
- f. Route forms and reports properly.
- g. Maintain security of records.
- h. Maintain confidentiality of records.

12. Communications

- a. Properly use department radio equipment.
- b. use telephones, hand signals, ten codes.
- c. Respond verbally to requests from citizens and supervisors.
- d. Request and assist interpreters.

13. Conflict Resolution & Civil Disorder.

- a. Mediate civil, family, neighborhood, student, children disputes.
- b. Calm angry and irrational persons.
- c. Remain neutral in all disputes.

14. Procedures

- a. Properly perform tasks as ordered.
- b. Attend roll calls and briefing.

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- c. Process and complete juvenile referrals, emergency mental commitments, and substance abuse commitments.
 - d. Maintain professional appearance and demeanor.
 - e. Prepare and submit daily activity reports.
 - f. Assist citizens under a variety of non-enforcement conditions.
 - g. Respond to mutual aid requests.
 - h. Perform office and other duties as required or directed.
15. Community Relations
- a. Conduct crime prevention, school safety, drug avoidance, and other public education programs.
 - b. Represent department at community functions and events.
 - c. Provide referral services and information to citizens.
 - d. Demonstrate knowledge of citizen complaint procedure.
 - e. Behave in a calm, balanced, and professional manner at all times.
16. Court Functions
- a. Confer with prosecuting attorney about cases and proceedings.
 - b. Know and interpret statutes to determine appropriate charges.
 - c. Review data and prepare properly for testimony.
 - d. Testify at trials and other legal proceedings.
 - e. Obtain arrest and search warrants.
 - f. Serve subpoenas and other process papers and notices.
 - g. Perform court officer duties and assist in court room security as directed.
17. Complete all other duties as designated by competent authority.

F. Physical Requirements:

Physical requirements vary with the nature of cases assigned. The majority of tasks are performed indoors. Few tasks require heavy lifting, pushing or pulling, or carrying heavy loads. Flexibility is important because of the frequent need to enter and exit buildings and vehicles, climb over and around objects, and move suddenly out of the way of danger. Mental alertness is very important because of the need to make fine discriminations and decisions based on subtle cues of impending danger and the need to discover inconsistencies in peoples' statements or testimony. Physical and mental demands can change dramatically within a few seconds, taxing the maximum of human endurance.

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Therefore, the incumbent must maintain a physical and mental state of fitness and readiness that will enable him or her to handle (with minimal force and often without assistance) occasional contacts and involvement with dangerous and potentially dangerous people, animals and equipment.

G. Working Conditions:

Some tasks performed may expose an individual to exhaust fumes, broken glass, smoke, bloodborne and airborne pathogens, simple and deadly assault, vehicular accidents, and hazardous materials. Some tasks performed require the use of protective devices such as latex gloves, face masks, gas masks, body armor, hearing protectors, safety goggles, and helmets.

H. Equipment Used in Performance of Job Tasks:

Specialized law enforcement equipment includes evidence collection instruments and materials, rifles, shotguns, pistols, OC gas, emergency medical equipment, batons, handcuffs, intoximeters, cameras, measuring devices, animal handling equipment, radar, laser, radios, and body armor. Microcomputers, typewriters, pens, pencils, tape recorders, and telephones are used primarily in performing administrative tasks. Automobiles are used frequently and routinely in all types of weather and road conditions, sometimes at high speed.

I. Removal:

The major reasons for job removal are:

- A. Economic conditions that cause reductions in the work force.
- B. The incumbent's inability to attend regularly to work.
- C. The incumbent's failure to competently perform the tasks, both critical and routine, associated with this position.
- D. The incumbent's failure to:
 - 1. support and act according to the Department Mission
 - 2. uphold the Oath of Office
 - 3. behave in a manner consistent with the Code of Ethics.
 - 4. comply with original conditions of employment.
- E. The incumbent's accrual of atypical amounts of supervisory corrective intervention, direction, counseling, and/or remedial training time.

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OTHER POSITIONS THIS EMPLOYEE WOULD ROUTINELY SUPERVISE:

None

By Order of:

Patrick B Cummings

January 21, 2020

(Chief of Police)

(Date)

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Issued: 02/2011	Revised: 1/2020	Review Due: 07/2022	Distribution: All

Title: Evidence Technician

Work Unit: Patrol Operations

City of Reedsburg Police Department

Immediate Supervisor: Lieutenant

POSITION IN BRIEF: This policy presents a general description of the job tasks of an Evidence Technician (ET) in the Reedsburg Police Department. In addition to all tasks assigned a patrol officer, the ET is responsible for processing all evidence and other property within the purview of the department.

An ET shall demonstrate knowledge of pertinent laws, requirements, procedures, policies, and practices in performing each job task associated with the position. An ET shall perform those duties currently and traditionally performed; those duties as lawfully directed by superiors, and those duties including, but not necessarily limited to the following:

A. Essential Knowledge, Skills, and Experience

1. Basic to intermediate knowledge of tactics, techniques, and equipment commonly used to accomplish police job tasks.
2. Basic to intermediate knowledge of state statutes, local ordinances, and judicial processes.
3. Basic to intermediate knowledge of arrest and detention principles, practices, and techniques, and the constitutional requirements associated with arrest and detention.
4. Basic to intermediate knowledge of search and seizure principles, practices, and techniques, and the constitutional requirements associated with search and seizure.
5. Basic to intermediate knowledge of criminal investigation principles, practices, and techniques, and the constitutional requirements associated with criminal investigations.

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6. Intermediate to advanced knowledge of evidence seizure, collection, and preservation principals, practices, and techniques, and the constitutional requirements associated with evidence processing.
7. Basic knowledge of routine patrol operations principles, practices, and techniques.
8. Basic knowledge of emergency response principles, practices, and techniques.
9. Basic to intermediate knowledge of traffic enforcement principles, practices, and techniques.
10. Basic to intermediate knowledge of drunk driving enforcement principles, practices, and techniques.
11. Basic to intermediate knowledge of traffic accident prevention and investigation principles, practices, and techniques.
12. Basic to intermediate knowledge of apprehension, restraint, and control principles, practices, and techniques.
13. Basic knowledge of commonly employed police weapons, both lethal and nonlethal, principles, practices, and techniques, and constitutional requirements associated with the use of force.
14. Basic to intermediate knowledge of first responder and first aid practices, principles, and techniques.
15. Basic knowledge of police vehicle operation principles, practices, and techniques.
16. Basic to intermediate knowledge of report writing principles, practices, and techniques.
17. Basic knowledge of police communications systems.
18. Basic to intermediate knowledge of interpersonal communications principles, practices, and techniques.
19. Basic knowledge of conflict resolution and civil disorder principles, practices, and techniques.

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20. Basic to intermediate knowledge of community relations principles, practices, and techniques.
21. Basic knowledge of court function principles, practices, and procedures.
22. Basic knowledge of municipal government function.

B. Special Qualifications Required or Desired

1. Successful completion of at least 60 (sixty) college credits required.
2. Certification or capacity to become certified under Wisconsin Statute 165.85(4) required.
3. Valid Wisconsin driver's license required.

C. Essential Functions

1. Under the supervision of a sergeant, perform routine patrol, enforce laws and ordinances, answer calls for service, respond to emergencies, investigate crimes, investigate traffic accidents, write reports.
2. Perform all legal functions as assigned by competent authority.
3. Collect, process, store, track, release, and dispose of evidence following department policy and applicable state laws.

Essential functions involve consistent and predictable attendance, protecting the general safety of the public, investigating cases, interviewing and interrogating witnesses, victims and suspects, conducting pending case follow ups, preparing and serving civil and criminal processes, protecting persons and property, and securing and protecting prisoners in custody.

When not directly handling case assignments or working on a specific job task, the incumbent must be capable and willing to use their self-directed work time in an efficient manner. This includes performance on the priority tasks assigned to this position by the Chief of Police. The incumbent is expected to accept the responsibility for knowing routine job assignments and performing them without having to be told to do so by

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supervisory personnel. As necessary, the incumbent may be required temporarily to assume the duties, activities and tasks of the first line supervisor.

D. Additional Functions

1. Give public information presentations. (as needed)
2. Successfully complete in-service training. (annually)
3. Attend range training. (as required)
4. Testify in court. (as needed)

E. Functions Description

Patrol officers shall demonstrate knowledge of pertinent laws, requirements, procedures, policies, and practices in performing each job task associated with their position. Patrol officers shall perform those duties currently and traditionally performed; those duties as lawfully directed by superiors, and those duties including, but not necessarily limited to the following:

1. Arrest & Detention
 - a. Arrest law breakers with or without warrant, as appropriate.
 - b. Advise suspects of constitutional rights in custodial environment.
 - c. Take critically mentally ill persons into protective custody.
 - d. Take persons incapacitated by alcohol into protective custody.
 - e. Take incapacitated developmentally disabled persons into protective custody.
 - f. Issue citation to offender in lieu of custodial arrest.
 - g. Explain nature of arrest to offender.
 - h. Detain persons temporarily for questioning.
 - i. Verify warrant before arrest.
 - j. Take person into custody on P&P pickup order.
2. Searches
 - a. Conduct searches based on probable cause.
 - b. Search persons, premises, property incident to lawful arrest.

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- c. Search premises or property with consent.
- d. Search persons, property, and premises pursuant to search warrant.
- e. Conduct plain view searches.
- f. Search abandoned property.
- g. Search unconscious or helpless person for Medic-Alert
- h. Search buildings/areas for suspects, bombs, missing persons, evidence.
- i. Search for lost, missing persons.

3. Criminal Investigations

- a. Complete preliminary and follow up investigations of crimes.
- b. Conduct preliminary and follow up death investigations.
- c. Utilize department records to assist in investigations.
- d. Utilize T.I.M.E. System to assist in investigations.
- e. Conduct line ups, photo line ups, and show ups.
- f. Use resources such as post office, utilities, etc.
- g. Locate witnesses, suspects, and victims.
- h. Conduct intelligence gathering on known/suspected offenders.
- i. Interview/interrogate suspects, witnesses, victims.
- j. Conduct surveillance of suspects, locations, events.
- k. Exchange data with fellow officers, supervisors, other agencies.
- l. Review crime lab reports to assist in investigations.
- m. Recruit and properly document and control confidential informants.
- n. Verify reliability/credibility of witnesses.
- o. Obtain arrest and search warrants.

4. Evidence & Property Seizure, Collection, & Preservation.

- a. Secure and protect crime, accident, and disaster scenes.
- b. Sketch, photograph, videotape crime, accident, and disaster scenes.
- c. Collect and preserve latent prints and trace evidence.
- d. Collect, document, preserve and transfer stolen and found property.
- e. Witness autopsies and collect further evidence from bodies.
- f. Document chain of custody on all property & evidence.
- g. Properly dispose of property and document disposition properly.
- h. Assure that all evidence is properly routed to the crime lab and/or other agencies.
- i. Maintain a secure evidence room.

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- j. Oversee the administration and processing of all lost and found property coming into the department.
- l. Oversee any auction or other means to dispose of property accumulated by the department.

5. Patrol Operations

- a. Respond to routine and emergency calls for service.
- b. Observe patrol area for criminal activity.
- c. Observe business and residential areas for illegal entry.
- d. Identify and investigate suspicious persons and circumstances.
- e. Respond to fire, burglary, robbery, and trouble alarms.
- f. Check doors and windows of businesses for security.
- g. Check residences on vacation list.
- h. Report beat conditions to appropriate persons.
- i. Direct patrol as ordered by supervisors.
- j. Issue warnings and citations to pedestrians and motorists.
- k. Stop vehicles to arrest, warn, or investigate operator or passengers.
- l. Direct patrol according to school activity.
- m. Direct patrol according to time of day.

6. Unusual Situations

- a. Respond to and stabilize barricaded and hostage situations.
- b. Evacuate persons from barricaded, bomb threat, other situations.
- c. Provide security at disaster/unusual scenes.
- d. Transport persons in need of assistance and not under arrest.
- e. Advise citizens of hazards (gunman, leaking gas, etc.).
- f. Set up LZ for Med-Flight.
- g. Transfer blood or medical supplies in emergencies.

7. Traffic Enforcement

- a. Inspect operator's license status during traffic stops.
- b. Inspect vehicle registration status and check for wants during traffic stops.
- c. Determine speed of vehicles by pacing or radar.
- d. Remove vehicles or other items obstructing traffic.
- e. Issue parking tickets.

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- f. Direct traffic for parades, funerals, fires, accidents.
 - g. Observe and monitor vehicle and pedestrian traffic for violations.
 - h. Issue equipment warnings.
 - i. Issue Uniform Traffic Citations.
 - j. Issue written warnings.
 - k. Report traffic conditions to proper persons.
 - l. Monitor construction zones.
 - m. Monitor "road closed" areas.
- 8. OMVWI Enforcement
 - a. Watch for characteristics of impaired drivers.
 - b. Administer PBT tests.
 - c. Administer field sobriety tests.
 - d. Administer Intoximeter tests.
 - e. Assess suitability of person taking custody of offender.
 - f. Incarcerate offenders.
- 9. Traffic Accident Investigation.
 - a. Protect scene from secondary accidents.
 - b. Inspect scene for fire potential and notify fire department.
 - c. Inspect for and treat injuries.
 - d. Request appropriate services EMS, fire, etc.)
 - e. Evaluate driver conditions requiring re-test.
 - f. Evaluate drivers for OMVWI and other violations.
 - g. Investigate and properly document investigation.
 - h. Properly complete required reports and forms.
- 10. Apprehension, Restraint, & Control
 - a. Pursue offenders on foot and in vehicles.
 - b. Subdue person attacking, resisting, fleeing.
 - c. Disarm armed offenders.
 - d. Properly use handcuffs and other restraints.
 - e. Properly use OC gas, baton, firearms, pain compliance measures.
 - f. Coordinate with other officers for proper restraint of violent subjects.
 - g. Maintain safety and control of persons in custody.

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11. Weapons

- a. Use pistol, rifle, shotgun per policy and training.
- b. Use baton, OC gas, Taser, open hand techniques per policy and training.
- c. Qualify with all weapons and techniques as required.
- d. Clean and properly maintain weapons.

12. First Responder

- a. Assess and prioritize injuries and treatment.
- b. Notify and assist EMS.
- c. Evaluate injured and ill persons for appropriate action.
- d. Properly administer oxygen when appropriate.

13. Police Vehicle Operation

- a. Operate police vehicles under normal and emergency conditions.
- b. Operate police vehicles in pursuits.
- c. Operate police vehicles in a variety of road, weather, and vehicle conditions.
- d. Inspect, maintain, and clean police vehicles.

14. Department Records

- a. Take notes; read and write reports.
- b. Read and understand department policies and procedures.
- c. Determine proper classification of complaints.
- d. Properly fill out required forms and reports in a timely manner.
- e. Use computers to access information.
- f. Route forms and reports properly.
- g. Maintain security of records.
- h. Maintain confidentiality of records.

15. Communications

- a. Properly use department radio equipment.
- b. use telephones, hand signals, ten codes.
- c. Respond verbally to requests from citizens and supervisors.
- d. Request and assist interpreters.

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16. Conflict Resolution & Civil Disorder.

- a. Mediate civil, family, neighborhood, student, children disputes.
- b. Calm angry and irrational persons.
- c. Remain neutral in all disputes.

17. Procedures

- a. Properly perform tasks as ordered.
- b. Attend roll calls and briefing.
- c. Process and complete juvenile referrals, emergency mental commitments, and substance abuse commitments.
- d. Maintain professional appearance and demeanor.
- e. Prepare and submit daily activity reports.
- f. Assist citizens under a variety of non-enforcement conditions.
- g. Respond to mutual aid requests.
- h. Perform office duties, animal control, and other duties as required or directed.

18. Community Relations

- a. Conduct crime prevention, school safety, drug avoidance, and other public education programs.
- b. Represent department at community functions and events.
- c. Provide referral services and information to citizens.
- d. Perform foot patrol regularly.
- e. Demonstrate knowledge of citizen complaint procedure.
- f. Behave in a calm, balanced, and professional manner at all times.

19. Court Functions

- a. Confer with prosecuting attorney about cases and proceedings.
- b. Know and interpret statutes to determine appropriate charges.
- c. Review data and prepare properly for testimony.
- d. Testify at trials and other legal proceedings.
- e. Obtain arrest and search warrants.
- f. Serve subpoenas and other process papers and notices.
- g. Perform court officer duties and assist in court room security as directed.

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20. All other duties as directed by competent authority.

F. Physical Requirements

Physical requirements vary with the nature of cases assigned. The majority of tasks are performed while working from a cruiser or indoors. Few tasks require heavy lifting, pushing or pulling, or carrying heavy loads. Flexibility is important because of the frequent need to enter and exit buildings and vehicles, climb over and around objects, and move suddenly out of the way of danger. Mental alertness is very important because of the need to make fine discriminations and decisions based on subtle cues of impending danger and the need to discover inconsistencies in peoples' statements or testimony. Physical and mental demands can change dramatically within a few seconds, taxing the maximum of human endurance. Therefore, the incumbent must maintain a physical and mental state of fitness and readiness that will enable him or her to handle (with minimal force and often without assistance) occasional contacts and involvement with dangerous and potentially dangerous people, animals and equipment.

G. Working Conditions

Some tasks performed may expose an individual to exhaust fumes, broken glass, smoke, bloodborne and airborne pathogens, simple and deadly assault, vehicular accidents, and hazardous materials. Some tasks performed require the use of protective devices such as latex gloves, face masks, gas masks, body armor, hearing protectors, safety goggles, and helmets. Work is sometimes performed outdoors in extreme cold, heat, or other extreme weather conditions.

H. Equipment Used in Performance of Job Tasks

Specialized law enforcement equipment includes evidence collection instruments and materials, rifles, shotguns, pistols, OC gas, emergency medical equipment, batons, handcuffs, Intoxilyzer, cameras, measuring devices, animal handling equipment, radar, laser, radios, and body armor. Microcomputers, typewriters, pens, pencils, tape recorders, and telephones are used primarily in performing administrative tasks. Automobiles are used frequently and routinely in all types of weather and road conditions, sometimes at high speed.

I. Removal:

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1. The major reasons for job removal are:
 - i. Economic conditions that cause reductions in the work force.
 - ii. The incumbent's inability to attend regularly to work.
 - iii. The incumbent's failure to competently perform the tasks, both critical and routine, associated with this position.
 - iv. The incumbent's failure to:
 - a. support and act according to the Department Mission
 - b. uphold the Oath of Office
 - c. behave in a manner consistent with the Code of Ethics.
 - d. The incumbent's failure to comply with original conditions of employment.
 - e. The incumbent's accrual of atypical amounts of supervisory corrective intervention, direction, counseling, and/or remedial training time.

OTHER POSITIONS THIS EMPLOYEE WOULD ROUTINELY SUPERVISE:

None

By Order of:

Patrick B Cummings

(Chief of Police)

January 21, 2020

(Date)

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Section: Personnel		Subject: Evidence Technician - Civilian	Number: 4-2950
Issued: 05/2017	Revised: 1/2020	Review Due: 07/2022	Distribution: All

Title: Evidence Technician - Civilian

Work Unit: Detective Bureau

City of Reedsburg Police Department

Immediate Supervisor: Lieutenant

POSITION IN BRIEF: This policy presents a general description of the job tasks of an Evidence Technician – Civilian (ET) in the Reedsburg Police Department. The ET is responsible for processing all evidence and other property within the purview of the Department.

An ET shall demonstrate knowledge of pertinent laws, requirements, procedures, policies, and practices in performing each job task associated with the position. An ET shall perform those duties currently and traditionally performed; those duties as lawfully directed by superiors, and those duties including, but not necessarily limited to the following:

A. Essential Knowledge, Skills, and Experience

1. Basic to intermediate knowledge of tactics, techniques, and equipment commonly used to accomplish police job tasks.
2. Basic to intermediate knowledge of state statutes, local ordinances, and judicial processes.
3. Basic to intermediate knowledge of arrest and detention principles, practices, and techniques, and the constitutional requirements associated with arrest and detention.
4. Basic to intermediate knowledge of search and seizure principles, practices, and techniques, and the constitutional requirements associated with search and seizure.
5. Basic to intermediate knowledge of criminal investigation principles, practices, and techniques, and the constitutional requirements associated with criminal investigations.

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6. Intermediate to advanced knowledge of evidence seizure, collection, and preservation principals, practices, and techniques, and the constitutional requirements associated with evidence processing.
7. Basic knowledge of routine patrol operations principles, practices, and techniques.
8. Basic to intermediate knowledge of drunk driving enforcement principles, practices, and techniques.
9. Basic to intermediate knowledge of traffic accident prevention and investigation principles, practices, and techniques.
10. Basic to intermediate knowledge of first responder and first aid practices, principles, and techniques.
11. Basic to intermediate knowledge of report writing principles, practices, and techniques.
12. Basic knowledge of police communications systems.
13. Basic to intermediate knowledge of interpersonal communications principles, practices, and techniques.
14. Basic to intermediate knowledge of community relations principles, practices, and techniques.
15. Basic knowledge of court function principles, practices, and procedures.
16. Basic knowledge of municipal government function.

B. Special Qualifications Required or Desired

1. Successful completion of at least 60 (sixty) college credits required.
2. Valid Wisconsin driver's license required.

C. Essential Functions

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1. Collect, process, store, track, release, and dispose of evidence following department policy and applicable state laws.
2. Perform all legal functions as assigned by competent authority.

Essential functions involve consistent and predictable attendance.

When not directly handling case assignments or working on a specific job task, the incumbent must be capable and willing to use their self-directed work time in an efficient manner. This includes performance on the priority tasks assigned to this position by the Chief of Police. The incumbent is expected to accept the responsibility for knowing routine job assignments and performing them without having to be told to do so by supervisory personnel. As necessary, the incumbent may be required temporarily to assume the duties, activities and tasks of the first line supervisor.

D. Additional Functions

1. Give public information presentations. (as needed)
2. Successfully complete training.
3. Testify in court. (as needed)

E. Functions Description

Evidence Technicians shall demonstrate knowledge of pertinent laws, requirements, procedures, policies, and practices in performing each job task associated with their position. Evidence Technicians shall perform those duties currently and traditionally performed; those duties as lawfully directed by superiors, and those duties including, but not necessarily limited to the following:

1. Evidence & Property Seizure, Collection, & Preservation.
 - a. Secure and protect crime, accident, and disaster scenes.
 - b. Sketch, photograph, videotape crime, accident, and disaster scenes.
 - c. Collect and preserve latent prints and trace evidence.
 - d. Collect, document, preserve and transfer stolen and found property.
 - e. Witness autopsies and collect further evidence from bodies.

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- f. Document chain of custody on all property & evidence.
 - g. Properly dispose of property and document disposition properly.
 - h. Assure that all evidence is properly routed to the crime lab and/or other agencies.
 - i. Maintain a secure evidence room.
 - j. Oversee the administration and processing of all lost and found property coming into the department.
 - l. Oversee any auction or other means to dispose of property accumulated by the department.
- 2. Department Records
 - a. Take notes; read and write reports.
 - b. Read and understand department policies and procedures.
 - c. Determine proper classification of complaints.
 - d. Properly fill out required forms and reports in a timely manner.
 - e. Use computers to access information.
 - f. Route forms and reports properly.
 - g. Maintain security of records.
 - h. Maintain confidentiality of records.
- 3. Communications
 - a. Properly use department radio equipment.
 - b. Use telephones.
 - c. Respond verbally to requests from citizens and supervisors.
 - d. Request and assist interpreters.
- 4. Procedures
 - a. Properly perform tasks as ordered.
 - b. Maintain professional appearance and demeanor.
 - c. Prepare and submit daily activity reports (if required).
 - d. Perform office duties and other duties as required or directed.
- 5. Community Relations

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- a. Conduct crime prevention, school safety, drug avoidance, and other public education programs.
- b. Represent department at community functions and events.
- c. Provide referral services and information to citizens.
- d. Demonstrate knowledge of citizen complaint procedure.
- e. Behave in a calm, balanced, and professional manner at all times.

6. Court Functions

- a. Confer with prosecuting attorney about cases and proceedings.
- b. Know and interpret statutes to determine appropriate charges.
- c. Review data and prepare properly for testimony.
- d. Testify at trials and other legal proceedings.

7. All other duties as directed by competent authority.

F. Physical Requirements

Performance of routine tasks associated with this position requires a capacity to intermittently sit, stand, walk, bend, and lift light (1 to 25lbs) objects.

G. Working Conditions

Some tasks performed may expose an individual to exhaust fumes, smoke, blood-borne and airborne pathogens, simple and deadly assault, and hazardous materials. Work sometimes consists of long periods of boredom interrupted by short but intense periods of extreme emotional stress.

H. Equipment Used in Performance of Job Tasks

Specialized equipment includes radios, microcomputers, typewriters, pens, pencils, tape recorders, TDD, cash register, and telephones.

I. Removal:

1. The major reasons for job removal are:

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- i. Economic conditions that cause reductions in the work force.
- ii. The incumbent's inability to attend regularly to work.
- iii. The incumbent's failure to competently perform the tasks, both critical and routine, associated with this position.
- iv. The incumbent's failure to:
 - a. support and act according to the Department Mission
 - b. uphold the Oath of Office
 - c. behave in a manner consistent with the Code of Ethics.
 - d. The incumbent's failure to comply with original conditions of employment.
 - e. The incumbent's accrual of atypical amounts of supervisory corrective intervention, direction, counseling, and/or remedial training time.

OTHER POSITIONS THIS EMPLOYEE WOULD ROUTINELY SUPERVISE:

None

By Order of:

Patrick B Cummings

(Chief of Police)

January 21, 2020

(Date)

**Reedsburg Police Department
Policy & Procedures Manual**

Section: Personnel		Subject: School Resource Officer	Number: 4-3000
Issued: 02/2011	Revised: 1/2020	Review Due: 07/2022	Distribution: All

Title: School Resource Officer

(Reedsburg Municipal Code 124)

Work Unit: Detective Bureau

City of Reedsburg Police Department

Immediate Supervisor: Lieutenant

POSITION IN BRIEF: This is an officer position requiring the direct accomplishment of tasks associated with crime prevention, community issues and education, police-community relations, neighborhood conflict resolution, business community issues, school-neighborhood relations, and police liaison for these and other institutions and organizations in the city. It is occasionally a physically and emotionally demanding position in which an individual officer must function as part of a cohesive work unit (patrol shift), or act independently in performing assigned tasks. While an individual in this position sometimes performs tasks under the immediate and present supervision of a lieutenant or sergeant, the School Resource Officer (SRO) often functions under the direction and guidance of the chief of police. The School Resource Officer must be able to exercise independent judgment, initiate and execute proactive and reactive programs, and perform most job tasks without direct supervision. The incumbent performs regular patrol officer functions only when directed, assigned or it is practical to do so.

I. Essential Knowledge, Skills, and Experience

- A. Intermediate to advanced knowledge of tactics, techniques, and equipment commonly used to accomplish police job tasks.
- B. Intermediate to advanced knowledge of state statutes, local ordinances, and judicial processes.
- C. Intermediate to advanced knowledge of arrest and detention principles, practices, and techniques, and the constitutional requirements associated with arrest and detention.
- D. Intermediate to advanced knowledge of search and seizure principles, practices, and techniques, and the constitutional requirements associated with search and seizure.
- E. Intermediate to advanced knowledge of criminal investigation principles, practices, and techniques, and the constitutional requirements associated with criminal investigations.

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- F. Intermediate to advanced knowledge of evidence seizure, collection, and preservation principals, practices, and techniques, and the constitutional requirements associated with evidence processing.
- G. Basic to intermediate knowledge of routine patrol operations principles, practices, and techniques.
- H. Basic to intermediate knowledge of emergency response principles, practices, and techniques.
- I. Basic to intermediate knowledge of traffic enforcement principles, practices, and techniques.
- J. Basic to intermediate knowledge of drunk driving enforcement principles, practices, and techniques.
- K. Basic to intermediate knowledge of traffic accident prevention and investigation principles, practices, and techniques.
- L. Basic to intermediate knowledge of apprehension, restraint, and control principles, practices, and techniques.
- M. Basic to intermediate knowledge of commonly employed police weapons, both lethal and non-lethal, principles, practices, and techniques, and constitutional requirements associated with the use of force.
- N. Basic to intermediate knowledge of first responder and first aid practices, principles, and techniques.
- O. Basic knowledge of police vehicle operation principles, practices, and techniques.
- P. Basic to intermediate knowledge of report writing principles, practices, and techniques.
- Q. Basic knowledge of police communications systems.
- R. Intermediate to advanced knowledge of interpersonal communications principles, practices, and techniques.
- S. Intermediate to advanced knowledge of conflict resolution and civil disorder principles, practices, and techniques.
- T. Intermediate to advanced knowledge of community relations principles, practices, and techniques.
- U. Intermediate to advanced knowledge of court function principles, practices, and procedures.
- V. Intermediate to advanced knowledge of municipal government function and practices.
- W. Intermediate to advanced knowledge of substance abuse education.
- X. Intermediate to advanced knowledge of crime prevention principles, practices, and techniques.
- Y. Intermediate to advanced knowledge of juvenile law principles, practices, and techniques.

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- Z. Intermediate to advanced knowledge of public and private school principles, practices, and policies.
- AA. Well-developed skills in dealing effectively with a variety of different people and groups with varying special interests.
- BB. Well-developed skills in dealing with persons under the age of eighteen in a variety of forums and environments.
- CC. A minimum of three years experience in good standing as a full time police officer.

II. Special Qualifications Required or Desired

- A. Bachelor's Degree (desired).
- B. Certification or capacity to become certified under Wisconsin Statute 165.85(4) (required).
- C. Valid Wisconsin driver's license (required).
- D. Certified D.A.R.E. or other recognized substance abuse education curriculum instructor (required).

III. Essential Functions

Includes approximate percentage of duty time given to each:

- A. Perform duties associated with business, neighborhood and school liaison; create and maintain short term and long term programs to address school, business and community issues; instruct and consult with various institutions and groups on a regular basis; investigate crimes and status offenses specific to students in the district when such offenses are of common interest or concern to law enforcement and district officials. (90%)
- B. Perform routine patrol, enforce laws and ordinances, answer calls for service, respond to emergencies, investigate crimes, investigate traffic accidents, and write reports. (when directed)
- C. Perform all legal functions as assigned by competent authority. (10%)

IV. Additional Functions

- A. Successfully complete in-service training. (annually)
- B. Attend range training. (biannual or more)
- C. Testify in court. (as needed)

V. Functions Description

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The SRO shall perform those duties currently and traditionally performed; those duties as lawfully directed by superiors, and those duties including, but not necessarily limited to the following:

A. Police Officer

When not performing the tasks directly associated with this position, the SRO shall perform those tasks associated with patrol officer. Work schedule shall be determined by the Chief of Police.

B. Crime Prevention Awareness

1. Provide crime prevention presentations, education, and referral services to service and other groups and individuals.
2. Provide information, inspection, and recommendations to businesses regarding crime prevention, shrinkage control, employee and customer safety, and problems of mutual concern to the business community and the police department.

C. Miscellaneous

1. Perform and document annual inspections of licensed premises.
2. Perform court officer functions in the absence of the Chief of Police.
3. Provide liaison services between the department, the district attorney's office, and Sauk County Human Services on juvenile and school issues.
4. Coordinate the efforts of the police department with sponsors and managers of parades, community events, and large public gatherings.
5. Coordinate the efforts of the police department with the department of public works, utilities, fire department, EMS, and other local and county services.
6. In an effort to keep the peace, provide conciliation, mediation, and referral services for persons involved in civil, property, neighborhood and other disputes, and persons experiencing chronic nuisance complaints where enforcement of laws and ordinances is inappropriate or ineffective.

D. School Liaison

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1. Interact with school district administrators, students and staff on a regular and routine basis.
2. Provide non-adversarial contact and exchange of ideas between students and other department police officers in a variety of forums.
3. Provide accurate information to students and staff regarding substance abuse dynamics and avoidance.
4. Provide accurate information to students and staff regarding police procedures, policies, activities, and methods.
5. Provide accurate information to students and staff regarding laws, ordinances, and statutes and the respective rights, responsibilities, and duties of citizens and police officers under the constitution of the United States.
6. Participate in an official capacity in school related events and gatherings.
7. Answer calls for service and provide law enforcement and investigative services to the school district staff and students.
8. Specifically plan and coordinate a law enforcement philosophy and understanding between the police department and the school district regarding:
 - a. smoking and possession of tobacco products
 - b. truancy
 - c. controlled substances and alcohol
 - d. disorderly conduct, assault and battery
 - e. unauthorized presence on school property
 - f. child abuse
 - g. in-school interrogations and interviews
 - h. planned warrantless searches
 - i. vandalism associated with school issues, functions and events
9. Provide accurate information regarding crime prevention and victim services to students and staff.
10. Provide accurate information to students and staff regarding traffic laws and rules of the road.

E. Provisions

The SRO will wear the uniform of the day and shall be armed with an issued service weapon at all times while on duty unless directed or permitted otherwise by a supervisor on a case-by-case basis.

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The SRO is provided a department vehicle for official business on a continuing basis. Such vehicle shall be fully equipped as a regular marked squad car, and may bear additional insignia and markings appropriate to the position of community liaison officer. Such vehicle shall be kept at the SRO's residence if the SRO lives within the Reedsburg school district.

The SRO has direct authorized access to juvenile records without prior approval.

VI. Physical Requirements

Performance of routine tasks associated with this position requires a capacity to intermittently sit, stand, walk, bend, and lift moderately heavy (25 to 30 lbs) objects unassisted; occasional, but essential, capacity to run or sprint for short (less than 100 yards) distances; capacity to apprehend, restrain, and subdue violent persons with bare hands, baton, OC gas, or firearms; capacity to lift heavy (50 to 100 lbs) objects unassisted; capacity to drag heavier (175 to 225 lbs) objects unassisted; capacity to lift objects over 100 lbs with assistance; capacity to climb or jump over objects; capacity to climb down from objects; capacity to walk, stand, or direct traffic for long (1 to 6 hours) periods of time without rest;; capacity to crawl through openings and function in confined areas; capacity to balance on uneven or narrow surfaces; capacity to use body force to gain entry through barriers.

VII. Working Conditions

Some tasks performed may expose an individual to exhaust fumes, broken glass, smoke, blood borne and airborne pathogens, simple and deadly assault, vehicular accidents, and hazardous materials. Some tasks performed require the use of protective devices such as latex gloves, facemasks, gas masks, body armor, hearing protectors, safety goggles, and helmets. Work is often performed outdoors in extreme cold, heat, or other extreme weather conditions, and sometimes consists of long periods of boredom interrupted by short but intense periods of extreme emotional and/or physical stress.

VIII. Equipment Used in Performance of Job Tasks

Audiovisual, public address and related equipment. Specialized law enforcement equipment includes evidence collection instruments and materials, rifles, shotguns, pistols, OC gas, emergency medical equipment, batons, handcuffs, intoximeters, cameras, measuring devices, animal handling equipment, radar, laser, radios, and body armor. Microcomputers, typewriters, pens, pencils, tape recorders, and telephones are used

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primarily in performing administrative tasks. Automobiles are used frequently and routinely in all types of weather and road conditions, sometimes at high speed.

IX. Removal

The major reasons for job removal are:

- A. Economic conditions that cause reductions in the work force.
- B. The incumbent's inability to attend regularly to work.
- C. The incumbent's failure to competently perform the tasks, both critical and routine, associated with this position.
- D. The incumbent's failure to:
 - 1. Support, and behave according to, the Department Mission.
 - 2. Uphold the Oath of Office
 - 3. Behave in a manner consistent with the Code of Ethics.
 - 4. Comply with original conditions of employment.
 - 5. Avoid accrual of atypical amounts of supervisory corrective intervention, direction, counseling, discipline and/or remedial training time.

OTHER POSITIONS THIS EMPLOYEE WOULD ROUTINELY SUPERVISE:

None

By Order of:

Patrick B Cummings

(Chief of Police)

January 21, 2020

(Date)

**Reedsburg Police Department
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Section: Personnel		Subject: Canine Officer	Number: 4-3100
Issued: 02/2011	Revised: 1/2020	Review Due: 07/2022	Distribution: All

Title: Canine Officer

(Reedsburg Municipal Code 124)

Work Unit: Patrol Operations

City of Reedsburg Police Department

Immediate Supervisor: Sergeant

POSITION IN BRIEF: This policy presents a general description of the job tasks of a Canine Officer in the Reedsburg Police Department. In addition to all tasks assigned a patrol officer, the Canine Officer is responsible for all operational duties associated with the police canine.

A Canine Officer shall demonstrate knowledge of pertinent laws, requirements, procedures, policies, and practices in performing each job task associated with the position. A Canine Officer shall perform those duties currently and traditionally performed; those duties as lawfully directed by superiors, and those duties including, but not necessarily limited to the following:

A. Essential Knowledge, Skills, and Experience

1. Basic to intermediate knowledge of tactics, techniques, and equipment commonly used to accomplish police job tasks.
2. Basic to intermediate knowledge of state statutes, local ordinances, and judicial processes.
3. Basic to intermediate knowledge of arrest and detention principles, practices, and techniques, and the constitutional requirements associated with arrest and detention.
4. Basic to intermediate knowledge of search and seizure principles, practices, and techniques, and the constitutional requirements associated with search and seizure.
5. Basic to intermediate knowledge of criminal investigation principles, practices, and techniques, and the constitutional requirements associated with criminal investigations.

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6. Basic to intermediate knowledge of evidence seizure, collection, and preservation principals, practices, and techniques, and the constitutional requirements associated with evidence processing.
7. Basic to intermediate knowledge of routine patrol operations principles, practices, and techniques.
8. Basic knowledge of emergency response principles, practices, and techniques.
9. Basic to intermediate knowledge of traffic enforcement principles, practices, and techniques.
10. Basic to intermediate knowledge of drunk driving enforcement principles, practices, and techniques.
11. Basic to intermediate knowledge of traffic accident prevention and investigation principles, practices, and techniques.
12. Basic to intermediate knowledge of apprehension, restraint, and control principles, practices, and techniques.
13. Basic knowledge of commonly employed police weapons, both lethal and nonlethal, principles, practices, and techniques, and constitutional requirements associated with the use of force.
14. Basic to intermediate knowledge of first responder and first aid practices, principles, and techniques.
15. Basic knowledge of police vehicle operation principles, practices, and techniques.
16. Basic to intermediate knowledge of report writing principles, practices, and techniques.
17. Basic knowledge of police communications systems.
18. Basic to intermediate knowledge of interpersonal communications principles, practices, and techniques.

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19. Basic knowledge of conflict resolution and civil disorder principles, practices, and techniques.
20. Basic to intermediate knowledge of community relations principles, practices, and techniques.
21. Basic knowledge of court function principles, practices, and procedures.
22. Basic knowledge of municipal government function.
23. Basic to intermediate knowledge of police canine policy, practices, and procedures.

B. Special Qualifications Required or Desired

1. Successful completion of at least 60 (sixty) college credits required.
2. Certification or capacity to become certified under Wisconsin Statute 165.85(4) required.
3. Valid Wisconsin driver's license required.
4. Three years experience as a uniformed patrol officer.
5. All additional qualifications as listed in the policy describing Canine Deployment.

C. Essential Functions

1. Under the supervision of a sergeant, perform routine patrol, enforce laws and ordinances, answer calls for service, respond to emergencies, investigate crimes, investigate traffic accidents, write reports.
2. Perform all legal functions as assigned by competent authority.
3. As a member of the canine unit, provide care, training, guidance, and supervision to the police canine following principles outlined in handler training. Utilize the police canine in law enforcement activities as appropriate.

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Essential functions involve consistent and predictable attendance, protecting the general safety of the public, investigating cases, interviewing and interrogating witnesses, victims and suspects, conducting pending case follow ups, preparing and serving civil and criminal processes, protecting persons and property, and securing and protecting prisoners in custody.

When not directly handling case assignments or working on a specific job task, the incumbent must be capable and willing to use their self-directed work time in an efficient manner. This includes performance on the priority tasks assigned to this position by the Chief of Police. The incumbent is expected to accept the responsibility for knowing routine job assignments and performing them without having to be told to do so by supervisory personnel. As necessary, the incumbent may be required temporarily to assume the duties, activities and tasks of the first line supervisor.

D. Additional Functions

1. Give public information presentations. (as needed)
2. Successfully complete in-service training. (annually)
3. Attend range training. (as required)
4. Testify in court. (as needed)

E. Functions Description

Canine Officers shall demonstrate knowledge of pertinent laws, requirements, procedures, policies, and practices in performing each job task associated with their position. Patrol officers shall perform those duties currently and traditionally performed; those duties as lawfully directed by superiors, and those duties including, but not necessarily limited to the following:

1. Arrest & Detention
 - a. Arrest law breakers with or without warrant, as appropriate.
 - b. Advise suspects of constitutional rights in custodial environment.
 - c. Take critically mentally ill persons into protective custody.
 - d. Take persons incapacitated by alcohol into protective custody.

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- e. Take incapacitated developmentally disabled persons into protective custody.
- f. Issue citation to offender in lieu of custodial arrest.
- g. Explain nature of arrest to offender.
- h. Detain persons temporarily for questioning.
- i. Verify warrant before arrest.
- j. Take person into custody on P&P pickup order.

2. Searches

- a. Conduct searches based on probable cause.
- b. Search persons, premises, property incident to lawful arrest.
- c. Search premises or property with consent.
- d. Search persons, property, and premises pursuant to search warrant.
- e. Conduct plain view searches.
- f. Search abandoned property.
- g. Search unconscious or helpless person for Medic-Alert
- h. Search buildings/areas for suspects, bombs, missing persons, evidence.
- i. Search for lost, missing persons.

3. Criminal Investigations

- a. Complete preliminary and follow up investigations of crimes.
- b. Conduct preliminary and follow up death investigations.
- c. Utilize department records to assist in investigations.
- d. Utilize T.I.M.E. System to assist in investigations.
- e. Conduct line ups, photo line ups, and show ups.
- f. Use resources such as post office, utilities, etc.
- g. Locate witnesses, suspects, and victims.
- h. Conduct intelligence gathering on known/suspected offenders.
- i. Interview/interrogate suspects, witnesses, victims.
- j. Conduct surveillance of suspects, locations, events.
- k. Exchange data with fellow officers, supervisors, other agencies.
- l. Review crime lab reports to assist in investigations.
- m. Recruit and properly document and control confidential informants.
- n. Verify reliability/credibility of witnesses.
- o. Obtain arrest and search warrants.

4. Evidence & Property Seizure, Collection, & Preservation.

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- a. Secure and protect crime, accident, and disaster scenes.
 - b. Sketch, photograph, videotape crime, accident, and disaster scenes.
 - c. Collect and preserve latent prints and trace evidence.
 - d. Collect, document, preserve and transfer stolen and found property.
 - e. Witness autopsies and collect further evidence from bodies.
 - f. Document chain of custody on all property & evidence.
 - g. Properly dispose of property and document disposition properly.
5. Patrol Operations
- a. Respond to routine and emergency calls for service.
 - b. Observe patrol area for criminal activity.
 - c. Observe business and residential areas for illegal entry.
 - d. Identify and investigate suspicious persons and circumstances.
 - e. Respond to fire, burglary, robbery, and trouble alarms.
 - f. Check doors and windows of businesses for security.
 - g. Check residences on vacation list.
 - h. Report beat conditions to appropriate persons.
 - i. Direct patrol as ordered by supervisors.
 - j. Issue warnings and citations to pedestrians and motorists.
 - k. Stop vehicles to arrest, warn, or investigate operator or passengers.
 - l. Direct patrol according to school activity.
 - m. Direct patrol according to time of day.
 - n. Utilize the police canine as appropriate to enhance law enforcement capabilities in the detection of drugs.
 - o. Provide proper care, shelter, grooming, and feeding to the police canine.
6. Unusual Situations
- a. Respond to and stabilize barricaded and hostage situations.
 - b. Evacuate persons from barricaded, bomb threat, other situations.
 - c. Provide security at disaster/unusual scenes.
 - d. Transport persons in need of assistance and not under arrest.
 - e. Advise citizens of hazards (gunman, leaking gas, etc.).
 - f. Set up LZ for Med-Flight.
 - g. Transfer blood or medical supplies in emergencies.
7. Traffic Enforcement

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- a. Inspect operator's license status during traffic stops.
 - b. Inspect vehicle registration status and check for wants during traffic stops.
 - c. Determine speed of vehicles by pacing or radar.
 - d. Remove vehicles or other items obstructing traffic.
 - e. Issue parking tickets.
 - f. Direct traffic for parades, funerals, fires, accidents.
 - g. Observe and monitor vehicle and pedestrian traffic for violations.
 - h. Issue equipment warnings.
 - i. Issue Uniform Traffic Citations.
 - j. Issue written warnings.
 - k. Report traffic conditions to proper persons.
 - l. Monitor construction zones.
 - m. Monitor "road closed" areas.
8. OMVWI Enforcement
- a. Watch for characteristics of impaired drivers.
 - b. Administer PBT tests.
 - c. Administer field sobriety tests.
 - d. Administer blood draws.
 - e. Assess suitability of person taking responsibility of offender.
 - f. Incarcerate offenders.
9. Traffic Accident Investigation.
- a. Protect scene from secondary accidents.
 - b. Inspect scene for fire potential and notify fire department.
 - c. Inspect for and treat injuries.
 - d. Request appropriate services EMS, fire, etc.)
 - e. Evaluate driver conditions requiring re-test.
 - f. Evaluate drivers for OMVWI and other violations.
 - g. Investigate and properly document investigation.
 - h. Properly complete required reports and forms.
10. Apprehension, Restraint, & Control
- a. Pursue offenders on foot and in vehicles.
 - b. Subdue person attacking, resisting, fleeing.

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- c. Disarm armed offenders.
- d. Properly use handcuffs and other restraints.
- e. Properly use OC gas, baton, firearms, pain compliance measures.
- f. Coordinate with other officers for proper restraint of violent subjects.
- g. Maintain safety and control of persons in custody.
- h. Utilize the police canine as appropriate to arrest subjects.

11. Weapons

- a. Use pistol, rifle, shotgun per policy and training.
- b. Use baton, OC gas, Taser, open hand techniques per policy and training.
- c. Qualify with all weapons and techniques as required.
- d. Clean and properly maintain weapons.

12. First Responder

- a. Assess and prioritize injuries and treatment.
- b. Notify and assist EMS.
- c. Evaluate injured and ill persons for appropriate action.
- d. Properly administer oxygen when appropriate.

13. Police Vehicle Operation

- a. Operate police vehicles under normal and emergency conditions.
- b. Operate police vehicles in pursuits.
- c. Operate police vehicles in a variety of road, weather, and vehicle conditions.
- d. Inspect, maintain, and clean police vehicles.

14. Department Records

- a. Take notes; read and write reports.
- b. Read and understand department policies and procedures.
- c. Determine proper classification of complaints.
- d. Properly fill out required forms and reports in a timely manner.
- e. Use computers to access information.
- f. Route forms and reports properly.
- g. Maintain security of records.
- h. Maintain confidentiality of records.

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15. Communications

- a. Properly use department radio equipment.
- b. use telephones, hand signals, ten codes.
- c. Respond verbally to requests from citizens and supervisors.
- d. Request and assist interpreters.

16. Conflict Resolution & Civil Disorder.

- a. Mediate civil, family, neighborhood, student, children disputes.
- b. Calm angry and irrational persons.
- c. Remain neutral in all disputes.

17. Procedures

- a. Properly perform tasks as ordered.
- b. Attend roll calls and briefing.
- c. Process and complete juvenile referrals, emergency mental commitments, and substance abuse commitments.
- d. Maintain professional appearance and demeanor.
- e. Prepare and submit daily activity reports.
- f. Assist citizens under a variety of non-enforcement conditions.
- g. Respond to mutual aid requests.
- h. Perform office duties, animal control, and other duties as required or directed.

18. Community Relations

- a. Conduct crime prevention, school safety, drug avoidance, and other public education programs.
- b. Represent department at community functions and events.
- c. Provide referral services and information to citizens.
- d. Perform foot patrol regularly.
- e. Demonstrate knowledge of citizen complaint procedure.
- f. Behave in a calm, balanced, and professional manner at all times.

19. Court Functions

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- a. Confer with prosecuting attorney about cases and proceedings.
- b. Know and interpret statutes to determine appropriate charges.
- c. Review data and prepare properly for testimony.
- d. Testify at trials and other legal proceedings.
- e. Obtain arrest and search warrants.
- f. Serve subpoenas and other process papers and notices.
- g. Perform court officer duties and assist in court room security as directed.

20. All other duties as directed by competent authority.

F. Physical Requirements

Physical requirements vary with the nature of cases assigned. The majority of tasks are performed while working from a cruiser or indoors. Few tasks require heavy lifting, pushing or pulling, or carrying heavy loads. Flexibility is important because of the frequent need to enter and exit buildings and vehicles, climb over and around objects, and move suddenly out of the way of danger. Mental alertness is very important because of the need to make fine discriminations and decisions based on subtle cues of impending danger and the need to discover inconsistencies in peoples' statements or testimony. Physical and mental demands can change dramatically within a few seconds, taxing the maximum of human endurance. Therefore, the incumbent must maintain a physical and mental state of fitness and readiness that will enable him or her to handle (with minimal force and often without assistance) occasional contacts and involvement with dangerous and potentially dangerous people, animals and equipment.

G. Working Conditions

Some tasks performed may expose an individual to exhaust fumes, broken glass, smoke, bloodborne and airborne pathogens, simple and deadly assault, vehicular accidents, and hazardous materials. Some tasks performed require the use of protective devices such as latex gloves, face masks, gas masks, body armor, hearing protectors, safety goggles, and helmets. Work is sometimes performed outdoors in extreme cold, heat, or other extreme weather conditions.

H. Equipment Used in Performance of Job Tasks

Specialized law enforcement equipment includes evidence collection instruments and materials, rifles, shotguns, pistols, OC gas, emergency medical equipment, batons, handcuffs, cameras, measuring devices, animal handling equipment, radar, laser, radios,

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body armor, and the police canine. Microcomputers, pens, pencils, recorders, and telephones are used primarily in performing administrative tasks. Automobiles are used frequently and routinely in all types of weather and road conditions, sometimes at high speed.

I. Removal:

1. The major reasons for job removal are:
 - i. Economic conditions that cause reductions in the work force.
 - ii. The incumbent's inability to attend regularly to work.
 - iii. The incumbent's failure to competently perform the tasks, both critical and routine, associated with this position.
 - iv. The incumbent's failure to:
 - a. support and act according to the Department Mission
 - b. uphold the Oath of Office
 - c. behave in a manner consistent with the Code of Ethics.
 - d. The incumbent's failure to comply with original conditions of employment.
 - e. The incumbent's accrual of atypical amounts of supervisory corrective intervention, direction, counseling, and/or remedial training time.

OTHER POSITIONS THIS EMPLOYEE WOULD ROUTINELY SUPERVISE:

Police canine

By Order of:

Patrick B Cummings

(Chief of Police)

January 21, 2020

(Date)

**Reedsburg Police Department
Policy & Procedures Manual**

Section: Personnel		Subject: Police Aide	Number: 4-3200
Issued: 02/2011	Revised: 1/2020	Review Due: 7/2022	Distribution: All

Title: Police Aide

(Reedsburg Municipal Code 124)

Work Unit: Patrol Operations

City of Reedsburg Police Department

Immediate Supervisor: Sergeant

POSITION IN BRIEF: This is an entry-level position requiring the direct accomplishment of tasks associated with animal control, parking enforcement and public nuisances. Fulfillment of job responsibilities requires commitment to the department's mission. All assigned duties and tasks are expected to be performed in an effective, efficient and safe manner. Personal conduct and behavior, both on and off duty, must be such that it does not unnecessarily endanger the community's trust or confidence in the Reedsburg Police Department or its employees. While an individual in this position sometimes performs tasks under the immediate and present supervision of a police officer, a police aide may occasionally be required to exercise independent judgment and perform tasks without supervision.

A. Essential Knowledge, Skills, and Experience

1. Basic to intermediate knowledge of tactics, techniques, and equipment commonly used to accomplish job tasks.
2. Basic knowledge of state statutes, local ordinances, and judicial processes.
3. Basic knowledge of the constitutional requirements associated with civil code violations.
4. Basic knowledge of civil investigation principles, practices, and techniques, and the constitutional requirements associated with civil investigations.
5. Basic to intermediate knowledge of first aid practices, principles, and techniques.
6. Basic knowledge of motor vehicle operation principles, practices, and techniques.
7. Basic to intermediate knowledge of report writing principles, practices, and techniques.
8. Basic knowledge of police communications systems.
9. Basic knowledge of interpersonal communications principles, practices, and techniques.
10. Basic knowledge of conflict resolution principles, practices, and techniques.
11. Basic knowledge of community relations principles, practices, and techniques.
12. Basic knowledge of court function principles, practices, and procedures.
13. Basic knowledge of municipal government function.

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B. Special Qualifications Required or Desired

Valid Wisconsin driver's license required.

C. Essential Functions

Under the supervision of a sergeant, enforce specified ordinances and perform support functions as directed.

Perform all legal functions as assigned by competent authority.

Essential functions involve consistent and predictable attendance, investigating specific situations and conducting follow-ups.

When not directly handling assignments or working on a specific job task, the incumbent must be capable and willing to use their self-directed work time in an efficient manner. This includes performance on the priority tasks assigned to this position by the Chief of Police. The incumbent is expected to accept the responsibility for knowing routine job assignments and performing them without having to be told to do so by supervisory personnel.

D. Functions Description

The Police Aide shall demonstrate knowledge of pertinent laws, requirements, procedures, policies, and practices in performing each job task associated with his/her position. The Police Aide shall perform those duties lawfully directed by superiors, and those duties including, but not necessarily limited to the following:

1. Complete preliminary and follow up investigations of civil ordinance violations.
2. Utilize department records to assist in those investigations.
3. Conduct intelligence gathering on known/suspected offenders.
4. Interview suspects, witnesses, and victims.
5. Conduct surveillance of suspects, locations, and events.
6. Exchange data with officers, supervisors, other agencies.
7. Sketch, photograph, and videotape certain violation scenes.
8. Respond to calls for service as directed.
9. Issue warnings and certain tickets.
10. Transport persons in need of assistance and not under arrest.
11. Advise citizens of hazards (gunman, leaking gas, etc.).

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12. Observe and monitor pedestrian traffic for violations.
13. Process abandoned vehicle complaints.
14. Enforce parking regulations.
15. Investigate animal control violations.
16. Capture and transport stray animals.
17. Monitor "Road Closed" areas.
18. Properly complete required reports and forms.
19. Properly use OC gas for self-protection.
20. Notify officers and EMS when needed.
21. Operate vehicles in a variety of road, weather, and vehicle conditions.
22. Clean and maintain police vehicles and associated equipment.
23. Take notes; read and write reports.
24. Read and understand pertinent department policies and procedures.
25. Properly fill out required forms and reports in a timely manner.
26. Use computers to access information.
27. Route forms and reports properly.
28. Maintain confidentiality of records.
29. Properly use department radio equipment.
30. Use telephones.
31. Respond verbally to requests from citizens and supervisors.
32. Properly perform tasks as ordered.
33. Maintain professional appearance and demeanor.
34. Prepare and submit daily activity reports.
35. Assist citizens under a variety of non-enforcement conditions.
36. Perform office duties as directed.
37. Provide referral services and information to citizens.
38. Behave in a calm, balanced, and professional manner at all times.
39. Review data and prepare properly for testimony.
40. Testify at trials and other legal proceedings.

E. Physical Requirements

Physical requirements vary with the nature of cases assigned. The majority of tasks are performed while working from a vehicle or on foot. Few tasks require heavy lifting, pushing or pulling, or carrying heavy loads. Flexibility is important because of the frequent need to enter and exit buildings and vehicles, step over objects, bend and stoop.

F. Working Conditions

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Some tasks performed may expose an individual to exhaust fumes, broken glass, garbage, vicious animals, smoke, blood borne and airborne pathogens, simple and deadly assault, vehicular accidents, and hazardous materials. Some tasks performed require the use of protective devices such as latex or leather gloves, facemasks and safety goggles. Work is most often performed outdoors in all weather conditions.

G. Equipment Used in Performance of Job Tasks

Equipment includes evidence collection instruments and materials, OC gas, video and still cameras, measuring devices, animal handling equipment and radios. Microcomputers, typewriters, pens, pencils, tape recorders, and telephones are used primarily in performing administrative tasks. Motor vehicles are used frequently and routinely in all types of weather and road conditions.

H. Removal:

The major reasons for job removal are:

- a. Economic conditions that cause reductions in the work force.
- b. The incumbent's inability to attend regularly to work.
- c. The incumbent's failure to competently perform the tasks, both critical and routine, associated with this position.
- d. The incumbent's failure to:
 - i) support and act according to the Department Mission
 - ii) uphold the Civilian Oath of Office
 - iii) behave in a manner consistent with the Code of Ethics.
- e. The incumbent's failure to comply with original conditions of employment.
- f. The incumbent's accrual of atypical amounts of supervisory corrective intervention, direction, counseling, and/or remedial training time.

OTHER POSITIONS THIS EMPLOYEE WOULD ROUTINELY SUPERVISE:

None

By Order of:

Patrick B Cummings

January 21, 2020

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(Chief of Police)

(Date)

**Reedsburg Police Department
Policy & Procedures Manual**

Section: Personnel		Subject: Communications Supervisor	Number: 4-3300
Issued: 02/2011	Revised: 1/2020	Review Due: 07/2022	Distribution: All

Title: Communications Supervisor

Work Unit: Communications & Records

City of Reedsburg Police Department

Immediate Supervisor: Chief of Police

POSITION IN BRIEF: This is a salaried supervisory position requiring the direct accomplishment of tasks associated with the supervision of civilian personnel (including dispatchers and clerks) in order to insure the efficient and proper delivery of department support services, including communications and record keeping, clerical support and emergency services, computer systems and database management. The incumbent can effectively recommend to the Chief of Police to hire, fire and discipline civilian personnel. Major responsibilities require commitment to the Department Mission. The incumbent must function as part of a cohesive work unit (communications & records) and act independently in training, scheduling, coaching, disciplining and evaluating civilian employees. In addition to supervising civilian staff, the incumbent must perform all the traditional job tasks associated with the Communications Manager position. An individual in this position rarely performs tasks under direct supervision, and must be able to exercise independent judgment and perform tasks without the immediate presence of a supervisor.

A. Essential Knowledge, Skills, and Experience

1. Intermediate to advanced knowledge of supervisory theory, techniques and practices.
2. Intermediate to advanced knowledge of techniques and equipment commonly used to load, edit, organize, and preserve computerized records.
3. Intermediate to advanced knowledge of techniques and equipment commonly used to perform clerical tasks.
4. Intermediate to advanced knowledge of interpersonal communications principles, practices, and techniques.
5. Intermediate to advanced knowledge of training, coaching, performance evaluation and disciplinary principles, practices and techniques.

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6. Intermediate to advanced knowledge of emergency response principles, practices, and techniques, especially as they relate to notifications, communications, and documentation of activities.
7. Intermediate to advanced knowledge of citation, arrest, and court processing principles, practices, and techniques.
8. Intermediate to advanced knowledge of traffic accident report filing and routing principles, practices, and techniques.
9. Intermediate to advanced knowledge of writing and typing principles, practices, and techniques.
10. Intermediate to advanced knowledge of police communications and notification systems.
11. Basic to intermediate knowledge of conflict resolution and calming principles, practices, and techniques.
12. Basic to intermediate knowledge of community relations principles, practices, and techniques.
13. Basic to intermediate knowledge of court function principles, practices, and procedures.
14. Intermediate to advanced knowledge of municipal government function and practices.

B. Special Qualifications Required or Desired

1. Associate or higher degree in business technology, office occupations, data processing or related field (desired).
2. Certification or capacity to become certified in T.I.M.E. System operations required.
3. Ability to type/keyboard minimum of 50 WPM accurately, required.
4. Ability to deal effectively with supervisors, subordinates, and the public.

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C. Essential Functions

1. Computer database management.
2. Original document management.
3. Worthless document processing.
4. UCR creation and reporting.
5. Validations & quality control.
6. Open records requests.
7. T.I.M.E. System coordinator.
8. Supervise Dispatcher/Clerk operations; coach, assist, train and evaluate civilian personnel.
9. When not directly working on a specific job task, the incumbent must be capable and willing to use their self-directed work time in an efficient manner. This includes performance of the priority tasks assigned to this position by the Chief of Police. The incumbent is expected to accept the responsibility for knowing routine job assignments and performing them without having to be told to do so.
10. Perform all legal functions as assigned by competent authority.

D. Additional Functions

1. Successfully complete in-service and supervisory in-service training. (as required)
2. Testify in court. (as needed)

E. Functions Description

The Communications Supervisor shall perform those duties currently and traditionally performed; those duties as lawfully directed by superiors, and those duties including, but not necessarily limited to the following:

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1. Communications

The Communications Supervisor, when necessary or directed, shall effectively and efficiently receive and send pertinent information for police, fire, EMS, and citizens:

- a. Via telephone.
- b. Via radio.
- c. Via handwritten and typewritten documents.
- d. Through use of computer systems.
- e. Through use of intercoms.
- f. Verbally in person.
- g. Via paging and notification systems.
- h. By use of the T.I.M.E. System.
- i. Via TDD

2. Office Occupations

The Communications Supervisor, when necessary or directed, shall efficiently and effectively perform the following tasks:

- a. Make copies using copy machines.
- b. Operate adding machines.
- c. Operate postage meters and scales.
- d. Operate cash register.
- e. Type documents.
- f. Operate fax machine.
- g. Receive bonds, fines, fees, and issue receipts as necessary.
- h. Register bicycles.
- i. Maintain animal control logs.
- j. Update and maintain department logs.
- k. Maintain arrest ledger.
- l. Receive, return, re-file adult and juvenile records.
- m. Reload consumables (tapes, paper, cartridges, toner, etc.) for office machines.
- n. Report office machine malfunctions and deficiencies.
- o. Lock doors at time specified by department policy.
- p. Keep work area reasonably neat, clean, and organized.

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3. Support Services

The Communications Supervisor, when necessary or directed, shall efficiently and effectively perform the following tasks:

- a. Initiate and route police case generating documents.
- b. Initiate and route fire call documents.
- c. Initiate and route EMS call documents.
- e. Provide and coordinate radio communications for Police, Fire, EMS, and emergency government.
- f. Initiate and follow through on notification procedures for severe weather, disasters and major events.
- g. Conduct tests of emergency notification equipment regularly and take action to repair deficiencies.
- h. Notify utility personnel of water and electrical outages and related emergencies.
- i. Notify public works of street, sidewalk, and sewer deficiencies and emergencies.
- j. Assist public and reception desk.
- k. Train new dispatcher/clerks.

4. Other Duties & Responsibilities

- a. Computer database management.

Performs those activities necessary to achieve and maintain control of the accuracy, completeness, efficiency, and security of the computerized files of the department through data entry, editing, and updating. Effectively recommends changes in software, hardware, and procedures related to the department's computer systems.

- b. Original Document database management.

Performs those activities necessary to achieve and maintain control of the accuracy, completeness, efficiency, and security of the department's original documents and "hard files" (with the exception of personnel and training documents). Organizes, files, and updates official records in the custody of the department, and effectively recommends changes necessary

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in supplies, hardware, and procedures related to the keeping of original documents.

c. Worthless documents processing.

Performs those activities necessary to achieve and maintain control of the accuracy, completeness, efficiency, and security of the department's insufficient funds checks program, up to the point where enforcement action is necessary. Testifies in court when necessary. Effectively recommends changes in the supplies, hardware, and procedures related to processing worthless documents.

d. Uniform Crime Reports.

Performs those activities necessary to achieve and maintain control of the department's UCR functions. Compiles and submits to proper authority in a punctual manner all data related to these functions.

e. Validations & Quality Control.

Performs those activities necessary to achieve and maintain control of the department's validations and quality control functions. Compiles and submits to proper authority in a punctual manner all data related to these functions.

f. Open Records Requests

Receives, processes, and invoices all requests made under the open records law (except those involving personnel or training records). Escorts and provides clerical assistance to individuals demanding on-site inspection and/or copying of department records under the open records law.

g. T.I.M.E. System Coordinator.

Trains and arranges training for department dispatchers using the T.I.M.E. System, and monitors NCIC security.

h. Emergency Dispatcher.

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Maintains proficiency as a dispatcher and fills in or assists during emergencies.

- i. CIB Audit- Point of Contact.

Supply all required documentation.

F. Physical Requirements

Performance of routine tasks associated with this position requires a capacity to intermittently sit, stand, walk, bend, and lift 1 to 25 lbs objects unassisted. May occasionally need to lift heavier objects with assistance.

G. Working Conditions

Some tasks performed may expose an individual to exhaust fumes, smoke, blood borne and airborne pathogens, simple and deadly assault, and hazardous materials.

H. Equipment Used in Performance of Job Tasks

Specialized equipment includes microcomputers, typewriters, pens, pencils, tape recorders, dictating equipment, radios, TDD, cash register, and telephones.

I. Removal

The major reasons for job removal are:

1. Economic conditions that cause reductions in the work force.
2. The incumbent's inability to attend regularly to work.
3. The incumbent's failure to competently perform the tasks, both critical and routine, associated with this position.
4. The incumbent's failure to:
 - a. Support, and behave according to the Department Mission.
 - b. Uphold the civilian Oath of Office
 - c. Behave in a manner consistent with the civilian Code of Ethics.

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5. The incumbent's failure to comply with original conditions of employment.
6. The incumbent's accrual of atypical amounts of supervisory corrective intervention, direction, counseling, discipline and/or remedial training time.

OTHER POSITIONS THIS EMPLOYEE WOULD ROUTINELY SUPERVISE:

Dispatchers, Clerks

By Order of:

Patrick B Cummings

January 21, 2020

(Chief of Police)

(Date)

**Reedsburg Police Department
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Section: Personnel		Subject: Administrative Assistant	Number: 4-3350
Issued: 01/2020	Revised:	Review Due: 07/2022	Distribution: All

Title: Administrative Assistant

Work Unit: Communications & Records

City of Reedsburg Police Department

Immediate Supervisor: Sergeant

POSITION IN BRIEF: This is a position requiring the efficient and proper delivery of department support services, including communications and record keeping, clerical support and emergency services, computer systems and database management. Major responsibilities require commitment to the Department Mission. The incumbent must function as part of a cohesive work unit (communications & records) and act independently. An individual in this position rarely performs tasks under direct supervision, and must be able to exercise independent judgment and perform tasks without the immediate presence of a supervisor.

A. Essential Knowledge, Skills, and Experience

1. Intermediate to advanced knowledge of techniques and equipment commonly used to load, edit, organize, and preserve computerized records.
2. Intermediate to advanced knowledge of techniques and equipment commonly used to perform clerical tasks.
3. Basic to intermediate knowledge of interpersonal communications principles, practices, and techniques.
4. Basic to intermediate knowledge of emergency response principles, practices, and techniques, especially as they relate to notifications, communications, and documentation of activities.
5. Intermediate to advanced knowledge of citation, arrest, and court processing principles, practices, and techniques.
6. Intermediate to advanced knowledge of traffic accident report filing and routing principles, practices, and techniques.
7. Intermediate to advanced knowledge of writing and typing principles, practices, and techniques.

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8. Basic to intermediate knowledge of police communications and notification systems.
9. Basic to intermediate knowledge of community relations principles, practices, and techniques.
10. Basic to intermediate knowledge of court function principles, practices, and procedures.
11. Intermediate to advanced knowledge of municipal government function and practices.

B. Special Qualifications Required or Desired

1. Graduation from high school and some clerical or related experience; or any training and experience that provides the required knowledge, skills and abilities.
2. Certification or capacity to become certified in T.I.M.E. System operations required.
3. Ability to type/keyboard efficiently and accurately, required.
4. Ability to prepare clear and detailed reports and maintain clerical records.
5. Ability to deal effectively with supervisors and the public. This includes following oral and written instructions.

C. Essential Functions

1. Computer database management.
2. Original document management.
3. Worthless document processing.
4. UCR creation and reporting.
5. Validations & quality control.

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6. Open records requests.
7. T.I.M.E. System coordinator.
8. Aid in the maintenance of daily and monthly activity reports.
9. When not directly working on a specific job task, the incumbent must be capable and willing to use their self-directed work time in an efficient manner. This includes performance of the priority tasks assigned to this position by the Chief of Police. The incumbent is expected to accept the responsibility for knowing routine job assignments and performing them without having to be told to do so.
10. Perform all legal functions as assigned by competent authority.

D. Additional Functions

1. Testify in court. (as needed)
2. Notarize signatures as required.

E. Functions Description

The Administrative Assistant shall perform duties as lawfully directed by superiors, and those duties including, but not necessarily limited to the following:

1. Communications

The Administrative Assistant, when necessary or directed, shall effectively and efficiently receive and send pertinent information for police, fire, EMS, and citizens:

- a. Via telephone.
- b. Via radio.
- c. Via handwritten and typewritten documents.
- d. Through use of computer systems.
- e. Through use of intercoms.
- f. Verbally in person.
- g. By use of the T.I.M.E. System.
- h. Via TDD

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2. Office Occupations

The Administrative Assistant, when necessary or directed, shall efficiently and effectively perform the following tasks:

- a. Make copies using copy machines.
- b. Operate adding machines.
- c. Operate postage meters and scales.
- d. Design and generate computer reports as requested by management.
- e. Operate fax machine.
- f. Receive bonds, fines, fees, and issue receipts as necessary.
- g. Update and maintain department logs.
- h. Maintain arrest ledger.
- i. Receive, return, re-file adult and juvenile records.
- j. Reload consumables (tapes, paper, cartridges, toner, etc.) for office machines.
- k. Report office machine malfunctions and deficiencies.
- l. Keep work area reasonably neat, clean, and organized.
- m. Take and transcribe dictation of letters, interviews and other related materials.
- n. Process parking citations and written warnings.
- o. Maintain court dockets, dispositions of charges and court related records.
- p. File and cross reference complaints, making computer entries as necessary.

3. Support Services

The Administrative Assistant, when necessary or directed, shall efficiently and effectively perform the following tasks:

- a. Initiate and route police case generating documents.
- b. Initiate and route fire call documents.
- c. Initiate and route EMS call documents.
- d. Assist reception desk.
- e. Assist dispatch.
- f. Run daily computer backups.

4. Other Duties & Responsibilities

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a. Computer database management.

Performs those activities necessary to achieve and maintain control of the accuracy, completeness, efficiency, and security of the computerized files of the department through data entry, editing, and updating. Effectively recommends changes in software, hardware, and procedures related to the department's computer systems.

b. Original Document database management.

Performs those activities necessary to achieve and maintain control of the accuracy, completeness, efficiency, and security of the department's original documents and "hard files" (with the exception of personnel and training documents). Organizes, files, and updates official records in the custody of the department, and effectively recommends changes necessary in supplies, hardware, and procedures related to the keeping of original documents.

c. Worthless documents processing.

Performs those activities necessary to achieve and maintain control of the accuracy, completeness, efficiency, and security of the department's insufficient funds checks program, up to the point where enforcement action is necessary. Testifies in court when necessary. Effectively recommends changes in the supplies, hardware, and procedures related to processing worthless documents.

d. Uniform Crime Reports.

Performs those activities necessary to achieve and maintain control of the department's UCR functions. Compiles and submits to proper authority in a punctual manner all data related to these functions.

e. Validations & Quality Control.

Performs those activities necessary to achieve and maintain control of the department's validations and quality control functions. Compiles and submits to proper authority in a punctual manner all data related to these functions.

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f. Open Records Requests

Receives, processes, and invoices all requests made under the open records law (except those involving personnel or training records). Escorts and provides clerical assistance to individuals demanding on-site inspection and/or copying of department records under the open records law.

g. T.I.M.E. System Coordinator.

Arranges training for department dispatchers using the T.I.M.E. System, and monitors NCIC security.

h. CIB Audit- Point of Contact.

Supply all required documentation.

F. Physical Requirements

Performance of routine tasks associated with this position requires a capacity to intermittently sit, stand, walk, bend, and lift 1 to 25 lbs objects unassisted. May occasionally need to lift heavier objects with assistance.

G. Working Conditions

Some tasks performed may expose an individual to exhaust fumes, smoke, blood borne and airborne pathogens, simple and deadly assault, and hazardous materials.

H. Equipment Used in Performance of Job Tasks

Specialized equipment includes microcomputers, recorders, dictating equipment, radio playback, phone recordings and telephones.

I. Removal

The major reasons for job removal are:

1. Economic conditions that cause reductions in the work force.

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2. The incumbent's inability to attend regularly to work.
3. The incumbent's failure to competently perform the tasks, both critical and routine, associated with this position.
4. The incumbent's failure to:
 - a. Support, and behave according to the Department Mission.
 - b. Uphold the civilian Oath of Office
 - c. Behave in a manner consistent with the civilian Code of Ethics.
5. The incumbent's failure to comply with original conditions of employment.
6. The incumbent's accrual of atypical amounts of supervisory corrective intervention, direction, counseling, discipline and/or remedial training time.

By Order of:

Patrick B Cummings

(Chief of Police)

January 6, 2020

(Date)

**Reedsburg Police Department
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Section: Duties and Responsibilities		Subject: Dispatcher	Number: 4-3400
Issued: 8/1/90	Revised: 1/2020	Review Due: 7/2022	Distribution:

Title: Dispatcher/Clerk

Work Unit: Communications & Records

City of Reedsburg Police Department

Immediate Supervisor: Communications Supervisor

POSITION IN BRIEF: This is a civilian position requiring the direct accomplishment of tasks associated with communications and record keeping, clerical support services, and emergency services. It is occasionally an emotionally demanding position in which an individual dispatcher must function as part of a cohesive work unit (patrol shift), or act independently in performing assigned tasks. While an individual in this position sometimes performs tasks under immediate and present supervision, a dispatcher/clerk must also be able to exercise independent judgment and perform tasks without supervision, especially in emergency situations.

A. Essential Knowledge, Skills, and Experience

1. Basic to intermediate knowledge of techniques and equipment commonly used to accomplish dispatcher job tasks.
2. Basic to intermediate knowledge of techniques and equipment commonly used to perform clerical tasks.
3. Basic to intermediate knowledge of interpersonal communications principles, practices, and techniques.
4. Basic to intermediate knowledge of emergency response principles, practices, and techniques, especially as they relate to notifications, communications, and documentation of activities.
5. Basic to intermediate knowledge of citation, arrest, and court processing principles, practices, and techniques.
6. Basic to intermediate knowledge of traffic accident report filing and routing principles, practices, and techniques.
7. Basic to intermediate knowledge of first responder and first aid practices, principles, and techniques.
8. Basic to intermediate knowledge of writing and typing principles, practices, and techniques.
9. Basic knowledge of police communications and notification systems.
10. Basic to intermediate knowledge of conflict resolution and calming principles, practices, and techniques.

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11. Basic to intermediate knowledge of community relations principles, practices, and techniques.
12. Basic to intermediate knowledge of court function principles, practices, and procedures.
13. Basic to intermediate knowledge of municipal government function and practices.

B. Special Qualifications Required or Desired

1. High school diploma required.
2. Certification or capacity to become certified in T.I.M.E. System operations required.
3. Ability to type/keyboard minimum of 30 WPM accurately required.
4. Ability to deal effectively with the public under stressful conditions required.
5. Work effectively with supervisors and coworkers (required).

C. Essential Functions

1. Under the supervision of the chief of police perform duties associated with police, fire, EMS, and emergency government notification and communications.
2. Perform routine filing and routing related to the department record keeping function.
3. Perform all legal functions as assigned by competent authority.

D. Additional Functions

1. Successfully complete in-service training. (as required)
2. Testify in court. (as needed)

E. Functions Description

Dispatcher/clerks shall perform those duties currently and traditionally performed; those duties as lawfully directed by superiors, and those duties including, but not necessarily limited to the following:

1. Communications

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Dispatcher/clerks shall effectively and efficiently receive and send pertinent information for police, fire, EMS, and citizens:

- a. Via telephone.
- b. Via radio.
- c. Via handwritten and typewritten documents.
- d. Through use of computer systems.
- e. Through use of intercoms.
- f. Verbally in person.
- g. Via paging and notification systems.
- h. By use of the T.I.M.E. System.
- i. Via TDD.

2. Office Occupations

Dispatcher/clerks shall efficiently and effectively perform the following tasks:

- a. Make copies using copy machines.
- b. Operate adding machines.
- c. Operate postage meters and scales.
- d. Operate cash register.
- e. Type documents.
- f. Operate fax machine.
- g. Receive bonds, fines, fees, and issue receipts as necessary.
- h. Register bicycles.
- i. Maintain animal control logs.
- j. Update and maintain department logs.
- k. Maintain arrest ledger.
- l. Reload consumables (tapes, paper, cartridges, toner, etc.) for office machines.
- m. Report office machine malfunctions and deficiencies.
- n. Lock doors at time specified by department policy.
- o. Keep work area reasonably neat, clean, and organized.

3. Support Services

Dispatcher/clerks shall efficiently and effectively perform the following tasks:

- a. Initiate and route police case generating documents.

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- b. Initiate and route fire call documents.
- c. Initiate and route EMS call documents.
- d. Maintain up to date call schedule for primary and back-up EMS crews.
- e. Provide and coordinate radio communications for Police, Fire, EMS, and emergency government.
- f. Initiate and follow through on notification procedures for severe weather, disasters and major events.
- g. Conduct tests of emergency notification equipment regularly and report deficiencies to supervisor.
- h. Notify utility personnel of water and electrical outages and related emergencies.
- i. Notify public works of street, sidewalk, and sewer deficiencies and emergencies.
- j. Assist public and reception desk.
- k. Train new dispatcher/clerks.

4. Other Duties & Responsibilities

Perform any additional tasks lawfully directed by superiors.

F. Physical Requirements

Performance of routine tasks associated with this position requires a capacity to intermittently sit, stand, walk, bend, and lift light (1 to 25 lbs) objects.

G. Working Conditions

Some tasks performed may expose an individual to exhaust fumes, smoke, bloodborne and airborne pathogens, simple and deadly assault, and hazardous materials. Work sometimes consists of long periods of boredom interrupted by short but intense periods of extreme emotional stress.

H. Equipment Used in Performance of Job Tasks

Specialized equipment includes radios, microcomputers, typewriters, pens, pencils, tape recorders, TDD, cash register, and telephones.

I. Removal

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The major reasons for job removal are:

- A. Economic conditions that cause reductions in the work force.
- B. The incumbent's inability to attend regularly to work.
- C. The incumbent's failure to competently perform the tasks, both critical and routine, associated with this position.
- D. The incumbent's failure to:
 - 1. Support, and behave according to, the Department Mission.
 - 2. Uphold the civilian Oath of Office
 - 3. Behave in a manner consistent with the civilian Code of Ethics.
 - 4. Comply with original conditions of employment.
 - 5. Avoid accrual of atypical amounts of supervisory corrective intervention, direction, counseling, discipline and/or remedial training time.

OTHER POSITIONS THIS EMPLOYEE WOULD ROUTINELY SUPERVISE:

None

By Order of:

Patrick B Cummings

January 21, 2020

Chief of Police

Date