

To: Mayor McFarland & Members of the Finance Committee
From: Peter Hartz – Water Systems Manager

06/28/2024

Re: Water System agenda items for Finance committee meeting 07/08/2024

Dear Mayor McFarland & Committee Members:

Water Systems agenda item:

1. Review and approve – 1 step adjustment for wastewater employee

Scott Blasing of the wastewater team has met the requirement for one additional step in the pay plan based on obtaining the wastewater laboratory certification offered by the Wisconsin Department of Natural Resources. This step would be retroactive to May 15, 2024, the pay period closest to the test date. I recommend approval for Scott Blasing to move from Grade I Step 8 (\$30.96/hr.) to a Grade I Step (\$31.70/hr.)

2. Review and take possible action – review revised job descriptions for the group of maintenance technicians in the water and wastewater departments.

After several years of collaboration with the maintenance group, Tim and I have come to the conclusion that it would be advantageous to consolidate our efforts. Specifically, we propose that a team of three individuals work together under the supervision of the Maintenance and Facilities Foreman.

Recently, we filled a vacant position with a water team member who had received training in water operations. Since then, we've observed significant overlap in job duties and responsibilities between water and wastewater. Given this, we believe that combining forces would enhance efficiency and effectiveness.

The proposed team—comprising the wastewater maintenance operator, the facilities foreman, and the vacant water maintenance operator position—would address the needs of both water and wastewater utilities. This collaborative approach would also facilitate cross-training and improve on-call rotations, benefiting all staff members.

The scope of work remains consistent, encompassing tasks related to HVAC systems, pumps, motors, chemical feed equipment, and electrical components. By operating as a unified team, we can better serve both utilities.

Historically, the Maintenance and Facilities Foreman oversaw two other operators. However, following the most recent retirement, we reassigned one of the wastewater operators to plant operations to address specialized tasks.

We appreciate your consideration of this proposal and look forward to discussing it further.

Sincerely,

Peter Hartz
Watertown Water Systems