



**AMENDED PERSONNEL AND LICENSE COMMITTEE MEETING AGENDA (ADDING ITEM 9a)**  
**TUESDAY AUGUST 16, 2022**

A Personnel and License committee meeting is scheduled for Tuesday, **AUGUST 16, 2022**, at 4:45 p.m., or immediately following, the regular City of Marinette Board of Public Works committee meeting, whichever is later within the Common Council Chambers at Marinette City Hall, 1905 Hall Avenue.

1. **Call the meeting to order.**
2. **Roll Call.**
3. **Consideration of Personnel and License Committee meeting minutes from **July 19, 2022**.**
4. **Discussion and possible action regarding Building Inspector position and recommended pay range. (hand out at meeting)**
5. **Discussion and possible action regarding Building Inspector job description updated with "Issues City Building permits" from June 21, 2022 meeting.**
6. **Discussion and possible action item on Compensation Study with Carlson Dettmann.**
7. **Consideration of Sign Erector License for 2022**
  - **Apollo Imaging, LLC**
8. **Consideration of Original Alcohol Beverage Retail License application to sell Class A Beer and Liquor and Cigarette and Tobacco Products application from WHRGOPS NW-WI-NWI LLC (The Store) located at 1703 Shore Drive.**
9. **Consideration of Temporary Class "B" fermented malt beverage application from Marinette Menominee Area Youth Hockey Association for Green Bay Gamblers Hockey game being held on September 17, 2022 at 2501 Pierce Ave.**
- 9a. **Discussion and possible action regarding Building and Grounds job description.**
10. **Consideration of six (6) renewal operator license applications.**
11. **Consideration of thirteen (13) new operator license applications**
12. **Items for next agenda.**
13. **Adjournment.**

Rick Polzin, Personnel & License Committee Chairperson

*A possible quorum of Common Council members may be present at this meeting.*

**Requests from individuals with disabilities who need special accommodations to participate in this meeting or hearing should be made to the City Clerk's Office at 1-715-732-5140 with as much advance notice prior to the meeting as possible.**



## Job Title: Building and Grounds Worker

Department: Public Works

Position Reports to: Superintendent of Public Works

Pay Grade Level: NA

FLSA Status: Non-Exempt

Position Status: Full-Time

### JOB ANALYSIS

The purpose of this position is to perform general building ~~and~~, grounds maintenance ~~and~~, custodial duties and maintain landscaped areas for the City of Marinette.

### ESSENTIAL JOB FUNCTIONS

- A. Performs general custodial duties. Sweeps, mops, waxes and buff floors, vacuums carpets, empties garbage and recycling cans. Cleans and sanitizes restrooms. Changes light bulbs. Cleans windows.
- B. Performs general building and grounds maintenance duties: Mows grass, rakes leaves. Trims trees/hedges and other plants.
- C. Removes snow and ice from walk ways, steps and ramps. Plows snow, spreads salt and operates snow blower. On call to remove snow and ice during non-office hours, weekends and holidays.
- D. Paints walls and ceilings.
- E. Checks security of doors and windows.
- F. Sorts recyclable materials. Cuts cardboard to size.
- G. Monitors equipment and machinery operating condition and contacts repair personnel if needed. Performs routine and preventative maintenance as required.
- H. Picks up supplies and places in storage.
- I. Hangs pictures, Plexiglas, etc.
- J. Changes timers.
- K. Restocks dog waste disposal bag containers.
- L. Clean fish cleaning station; cleans debris at boat launches.
- M. Ensure campers are utilizing correct camp sites and assist guests for pavilion rentals.
- N. Open and close facilities according to established policies and procedures.
- O. Assist with set up and take down of tables, chairs and equipment for events and rentals.
- P. ~~Assist guests for pavilion rentals and campers as necessary.~~
- Q. Plan and develop landscape designs within approved budget.
- R. Maintain flower beds and records of all City flower beds.
- S. Spray insecticides and herbicides when necessary.
- T. Develops weekly caretaker rental sheet for park rentals and provides a daily report to the Superintendent.

### REQUIRED ABILITIES

- A. ~~Ability to classify, compute and tabulate data and information, following a prescribed plan. Ability to compare, count, differentiate, measure and /or sort data and information. Ability to assemble, copy, record and transcribe data and information.~~
- B. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.
- C. Ability to utilize a wide variety of descriptive data and information, such as regulations, blueprints and general operating manuals.
- D. ~~Ability to communicate effectively with City personnel and vendor representatives.~~ Establish and maintain an effective working relationship with department heads, employees, general public and other agency staff.

- E. Ability to add, subtract, multiply and divide.
- F. Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.
- G. Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.
- H. Properly operate tools and machinery.
- I. Work as a team player in the absence of or with minimal supervision.

## QUALIFICATIONS

- A. Requires a High School diploma or equivalent.
- B. Requires two (2) year's eExperience with general custodial, building and grounds~~experience~~-preferred, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- C. Requires at least 6 months gardening, landscaping, or horticultural experience preferred.
- D. Possess and maintain an Wisconsin insurance acceptable driver's license.

## ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Ability to work under moderately safe and comfortable conditions where exposure to environmental factors such as temperature variations and extremes, toxic agents and machinery may cause some discomfort and where there is a risk of minor injury.
- B. Work indoors in a controlled environment.
- C. Work outdoors exposed to changing weather conditions.
- D. Work in wet or humid conditions.
- E. Work in an environment with a few distractions.
- F. Work in frequently quiet environment without significant interaction with others.
- G. Deal with challenges and criticism on a regular basis.
- H. Subjected to fumes or airborne particles.
- I. Adapt to rapid changes in environmental conditions.
- J. May be exposed to body fluids and communicable diseases.

## PHYSICAL DEMANDS

- A. Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as snow blower, vacuum cleaner, mowers, trimmers, common hand tools and power hand tools.
- B. Ability to coordinate eyes, hands, feet and limbs in performing slightly-skilled movements such as cutting, painting and drilling.
- C. Ability to exert moderate physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.
- D. Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors and textures associated with job-related objects, materials and tasks.
- E. Requires hand-eye coordination.
- F. Sit and/or stand for long periods of time.
- G. Work with vibrating tools or equipment when necessary.
- H. Lift and/or carry up to 25 pounds frequently, occasionally lifting in excess.

## ADDITIONAL DUTIES

- A. Perform additional duties as assigned.
- B. Work outside of normal hours when necessary.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

THE CITY OF MARINETTE IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE CITY OF MARINETTE WHEN NECESSARY.

Prepared: 3/24/2021 — 6/30/2022

Approved: