

**CITY OF ELKHORN  
STANDING COMMITTEE  
HUMAN RESOURCES AGENDA  
*Alderspersons Scott McClory - Chair  
Gary Lee Payson Jr. and Ron Dunwiddie - Members*  
May 4<sup>th</sup>, 2026 - 5:00 p.m.  
Council Chambers, 311 Seymour Ct., Elkhorn, Wisconsin**

1. Call to Order
2. Roll Call
3. Discussion and possible decision regarding adoption of DPW Crew Member I and DPW Crew Member II job descriptions with Equipment Proficiency Matrix
4. Adjourn

DATED at Elkhorn, Wisconsin, this 1st day of May 2026

Rebeca Perez, City Clerk

*Only committee members are expected to attend. However, attendance by all Common Council members and the Mayor (including non-members of the committee) is permitted. If additional (non-committee) Common Council members attend, Section 19.82(2), Wisconsin Statutes, states as follows: "If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purposes of exercising the responsibilities, authority, power or duties delegated to or vested in the body." To the extent that more than half of the Common Council actually attend, this meeting may be rebuttably presumed to be a "meeting" within the meaning of Wisconsin's open meeting law. Nevertheless, only the committee's agenda will be discussed. Only committee members will vote. Common Council members who attend the committee meeting do so for the purpose of gathering information and possible discussion regarding the agenda. No votes or other action will be taken by the Common Council at this meeting.*

*Should you have any questions or comments regarding any item on this agenda, please contact the City Clerk's office at 723-2219. Upon reasonable notice to the City Clerk, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services.*

|                        |                            |                  |                      |
|------------------------|----------------------------|------------------|----------------------|
| <b>Position Title:</b> | Public Works Crew Member I | <b>Union:</b>    | N/A                  |
| <b>Department:</b>     | Public Works               | <b>Status:</b>   | Full-Time Non-Exempt |
| <b>Last Revision:</b>  | March 2026                 | <b>Pay Grade</b> | 9                    |

#### **POSITION PURPOSE**

This is an entry-level, non-supervisory position responsible for performing semi-skilled work in the maintenance and repair of public facilities and infrastructure. Under the direction of the Public Works Director, this position performs a variety of general labor and maintenance tasks supporting streets, parks, public buildings and grounds, utilities (including storm and sanitary sewers), forestry, fleet, and seasonal services such as pool operations and snow and ice control.

#### **SUPERVISION RECEIVED**

Accountable to the Public Works Director, with oversight by the Public Works Lead positions.

#### **SUPERVISION EXERCISED**

None.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs maintenance and repair of streets, parks, and public facilities including:
  - Street and sign maintenance
  - Tree trimming, brush collection, and chipping
  - Snow plowing, hauling, and ice control
  - Storm and sanitary sewer cleaning and repair
  - Catch basin construction and maintenance
  - Street sweeping and pavement marking
  - Park, athletic field, and lawn maintenance including mowing
  - Public building and ground maintenance
  - Install and remove seasonal decorations; assist with setup and takedown for municipal elections
  - Support for public swimming pool operations
- Performs general Public Works Duties, including:
  - Basic carpentry, plumbing, and painting
  - Asphalt and concrete work
  - Equipment and fleet maintenance
  - Hauling dirt, gravel, and other materials
- Respond to emergency call-ins and work extended hours including nights, weekends, and holidays, as required.
- Performs other duties as required.

#### **MINIMUM POSITION QUALIFICATIONS**

##### **Required Education & Experience:**

- High school diploma or equivalent

- One to two years' of relevant experience

An equivalent combination of education, training, and experience may be considered if it provides the required knowledge, skills, and abilities necessary to perform the essential functions of the position.

#### **Required License/Certifications/Training**

- Must possess a valid Commercial Driver's License (CDL) with tanker endorsement, or be able to attain within one year of employment.
- Employees may be required to obtain and maintain a Certified Pool Operator (CPO) license based on departmental needs.

#### **Special Requirements**

- Must establish and maintain residency within 15 miles of the Elkhorn city limits within one year of hire. An extension may be granted due to extenuating circumstances, subject to approval by the Common Council.

#### **Knowledge, Skills, and Abilities**

- Some knowledge of municipal public works and utility operations.
- Some knowledge of the care and maintenance of public property and infrastructure.
- Skill in operating various vehicles and machinery such as a pick-up truck, dump truck, front end loader, tractor, mowers, paint sprayer, mechanics tools, hand tools, snow blower, sweeper, lawn mower tractor, and other manual tools used in building and grounds maintenance.
- Ability to climb ladders and use power tools for the installation and maintenance of facilities.
- Ability to comprehend and interpret a variety of documents such as sewer reports and maps, blueprints, policies and procedures, invoices, vehicle maintenance slips, safety data sheets, daily work schedules, and time sheets.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to communicate effectively with coworkers, supervisors, other City departments, and the general public to convey or exchange information including receiving instructions.

#### **Tools and Equipment**

- Requires daily use of personal computer and office software applications.
- Requires frequent use of telephone, office copiers, printers; portable power and hand tools; operation of mechanized equipment and light to heavy duty vehicles.

#### **Physical Demands**

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

- While performing the duties of this position the employee is frequently required to climb poles and ladders, required to sit, walk, bend, stoop, talk and hear, use hands to finger, handle, or feel objects or control the equipment listed above.
- While performing the duties of this position the employee may frequently be required to lift or move objects and materials weighing 100 pounds or more.
- Specific vision abilities required by this position include close vision, prolonged visual concentration, and the ability to adjust focus.

- Ability to work from a height of at least 50 feet is preferred.

#### **WORK ENVIRONMENT**

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made in order to enable individuals with disabilities to perform essential functions.*

- Work is primarily performed outdoors in a variety of weather conditions.
- Regular exposure to noise, moving equipment, and potentially hazardous conditions.
- Work is performed as part of a maintenance or construction crew and may involve emergency response situations.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Elkhorn retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Elkhorn is an equal opportunity employer, in compliance with the Americans with Disabilities Act. It is the policy of the City not to discriminate unlawfully based on age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in the military or national guard, ancestry, sexual orientation, arrest, conviction record, or any other characteristic protected by state or federal law. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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#### **ACKNOWLEDGEMENT**

I acknowledge that this position description does not constitute an employment agreement and is subject to revision by the employer as the needs of the employer and/or requirements of the job change.

**I have received, read, and comprehend the expectations of this position.**

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Employee Signature

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Date

|                        |                             |                  |                      |
|------------------------|-----------------------------|------------------|----------------------|
| <b>Position Title:</b> | Public Works Crew Member II | <b>Union:</b>    | N/A                  |
| <b>Department:</b>     | Public Works                | <b>Status:</b>   | Full-Time Non-Exempt |
| <b>Last Revision:</b>  | March 2026                  | <b>Pay Grade</b> | 10                   |

#### **POSITION PURPOSE**

This is an advanced-level crew member position responsible for performing skilled maintenance and repair work on public facilities and infrastructure, with an emphasis on heavy equipment operation. Under the direction of the Public Works Director, the position independently carries out a variety of labor and maintenance tasks supporting streets, parks, public buildings and grounds, utilities (including storm and sanitary sewers), forestry, fleet operations, and seasonal services such as pool operations and snow and ice control. The role may also include mentoring less experienced crew members and leading projects or tasks with minimal supervision.

#### **SUPERVISION RECEIVED**

Accountable to the Public Works Director, with oversight by the Public Works Lead positions.

#### **SUPERVISION EXERCISED**

None.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs maintenance and repair of streets, parks, and public facilities including:
  - Street and sign maintenance
  - Tree trimming, brush collection, and chipping
  - Snow plowing, hauling, and ice control
  - Storm and sanitary sewer cleaning and repair
  - Catch basin construction and maintenance
  - Street sweeping and pavement marking
  - Park, athletic field, and lawn maintenance including mowing
  - Public building and ground maintenance
  - Install and remove seasonal decorations; assist with setup and takedown for municipal elections
  - Support for public swimming pool operations
- Performs general Public Works Duties, including:
  - Basic carpentry, plumbing, and painting
  - Asphalt and concrete work
  - Equipment and fleet maintenance
  - Hauling dirt, gravel, and other materials
- Operate heavy equipment proficiently, including (but not limited to):
  - Snow plow truck with front blade and wing
  - Vactor / hydro excavator
  - Front end loader
  - Street sweeper
  - Forestry truck

- Chipper
- Backhoe
- Roadside mower
- Hooklift truck with leaf vacuum or dump box
- Jacobsen Batwing mower
- Pavement marking machine
- Mentor less experienced crew members and lead assigned tasks or projects independently.
- Respond to emergency call-ins and work extended hours including nights, weekends, and holidays, as required.
- Performs other duties as required.

### **MINIMUM POSITION QUALIFICATIONS**

#### **Required Education & Experience:**

- High school diploma or equivalent
- Six (6) years of experience in the maintenance and repair of public facilities and infrastructure, or similar work.
- Demonstrated proficiency in operating a majority of the department's heavy equipment, typically defined as at least eight (8) of the eleven (11) equipment types listed, with the ability to operate independently and without direct supervision.

An equivalent combination of education, training, and experience may be considered if it provides the required knowledge, skills, and abilities necessary to perform the essential functions of the position.

#### **Required License/Certifications/Training**

- Must possess and maintain a valid Commercial Driver's License (CDL) with tanker endorsement.
- Employees may be required to obtain and maintain a Certified Pool Operator (CPO) license based on departmental needs.

#### **Special Requirements**

- Must establish and maintain residency within 15 miles of the Elkhorn city limits within one year of hire. An extension may be granted due to extenuating circumstances, subject to approval by the Common Council.

#### **Knowledge, Skills, and Abilities**

- Advanced knowledge of municipal public works and utility operations.
- Advanced knowledge of the care and maintenance of public property and infrastructure.
- Proficient Skills in operating various vehicles and machinery such as a pick-up truck, dump truck, front end loader, tractor, mowers, paint sprayer, mechanics tools, hand tools, snow blower, sweeper, grader, lawn mower tractor, and other manual tools used in building and grounds maintenance.
- Ability to climb ladders and use power tools for the installation and maintenance of facilities.
- Ability to comprehend and interpret a variety of documents such as sewer reports and maps, blueprints, policies and procedures, invoices, vehicle maintenance slips, safety data sheets, daily work schedules, and time sheets.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to communicate effectively with coworkers, supervisors, other City departments, and the general public to convey or exchange information including receiving instructions.

**Tools and Equipment**

- Requires daily use of personal computer and office software applications.
- Frequent use of telephone, office copiers, printers; portable power and hand tools; operation of mechanized equipment and light to heavy duty vehicles.

**Physical Demands**

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

- While performing the duties of this position the employee is frequently required to climb poles and ladders, required to sit, walk, bend, stoop, talk and hear, use hands to finger, handle, or feel objects or control the equipment listed above.
- While performing the duties of this position the employee may frequently be required to lift or move objects and materials weighing 100 pounds or more.
- Specific vision abilities required by this position include close vision, prolonged visual concentration, and the ability to adjust focus.
- Ability to work from a height of at least 50 feet is preferred.

**WORK ENVIRONMENT**

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made in order to enable individuals with disabilities to perform essential functions.*

- Work is generally performed outdoors in a variety of weather conditions.
- Regular exposure to noise, moving equipment, and potentially hazardous conditions.
- Work is performed as part of a maintenance or construction crew and may involve emergency response situations.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Elkhorn retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

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any other characteristic protected by state or federal law. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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**I have received, read, and comprehend the expectations of this position.**

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Employee Signature

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Date



## Public Works Equipment Proficiency Matrix

Employee Name: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Proficiency Definitions

- **Not Trained (NT):** No experience operating the equipment
- **Basic (B):** Can operate with guidance or supervision
- **Proficient (P):** Operates safely and effectively independently without direct supervision; performs routine tasks and basic maintenance
- **Trainer (T):** Highly skilled; able to train and mentor others

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### To be rated “Proficient,” employee must demonstrate:

- Safe operation in accordance with department procedures
- Ability to complete typical job tasks independently
- Proper startup/shutdown and handling
- Awareness of surroundings and hazard avoidance
- Ability to perform basic inspection and preventative maintenance

Equipment proficiency ratings shall be completed by the employee’s Lead, based on observed performance. Final review and approval shall be completed by the Public Works Director to ensure consistency across the department.

| Equipment                             | NT                       | B                        | P                        | T                        | Date Verified | Evaluator Initials | Notes |
|---------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------|--------------------|-------|
| Snow Plow Truck (Front Blade & Wing)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |               |                    |       |
| Vactor / Hydro Excavator              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |               |                    |       |
| Front End Loader                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |               |                    |       |
| Street Sweeper                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |               |                    |       |
| Forestry Truck                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |               |                    |       |
| Chipper                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |               |                    |       |
| Backhoe                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |               |                    |       |
| Roadside Mower                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |               |                    |       |
| Hooklift Truck (Leaf Vacuum/Dump Box) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |               |                    |       |
| Jacobsen Batwing Mower                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |               |                    |       |
| Pavement Marking Machine              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |               |                    |       |

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### Summary Qualification

- Total Equipment Rated **Proficient (P) or Higher (T)**: \_\_\_\_\_ / 11

☐ **Meets requirement (8 or more)** – *eligible for DPW Crew Member II consideration*

☐ **Does not meet requirement at this time** – *discuss training development needs*

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**Evaluator Comments**

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**Acknowledgment**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Lead Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DPW Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Submit final copy to HR for processing/personnel file**