



**CITY OF WASHINGTON, ILLINOIS**  
**Public Works Committee Communication**

**Meeting Date:** March 02, 2020

**Prepared By:** Ray Forsythe, City Administrator

**Agenda Item:** Staffing Requests

**Explanation:** Attached are Employee Requisition forms for the Public Works Committee/City Council to consider for the 2020/2021 Budget.

Three requests from the Public Works Department

- Foreman/Distribution & Collections
- Laborer – Distribution and Collections
- Laborer – Streets

Each request is identified on the Employee Requisition form I created as well as back up documentation from the Department Director.

**Fiscal Impact:** I understand the long-term ramifications of adding new personnel to the City with the long-term pension obligations as well as the cost of wages and benefits. However, at some point productivity, reduced customer service and demands to meet the service levels of the City Council and Residents require serious considerations for additional staff. With the existing revenue outside of the tax levy, there is sufficient funds to add additional staff should the City Council determine any or all of the requested positions should be included in the upcoming budget.

**Recommendation/**

**Committee Discussion Summary:** In the 10 months that I have been with the City, I have spent considerable time discussing the employee needs of the City and observing first-hand the work that the current staff completes. I also know that there have been very few new positions created over the last 12+ years while the population of the City has grown considerably.

**Action Requested:** Staff is requesting direction from the Committee on the attached requests.

**Additional Documentation:** Three Employee Requisition forms along with back up explanations for each one.

# Employee Requisition Form



Open positions are not automatically approved and must be reviewed by the administration before the position can be posted. This form will assist the hiring manager in explaining why it is necessary to fill the position. To post a job opening, the Department Head/Manager must (1) complete this form (2) attach an updated job description and organizational chart (3) obtain the necessary signatures (4) return the completed form, job description, organizational chart and any requested information to the Human Resources Supervisor.

Request Date March 1, 2020 Date New Hire Needed May 1, 2020  
Job Title Laborer Department Distribution and Collections  
Manager Rick Janes Phone Number 309-208-8596

Status ☒ FT ☐ PT ☒ Regular ☐ Temp ☐ Exempt ☒ Non-Exempt

Schedule ☒ Monday - Friday ☒ Weekends ☒ Holidays ☒ On call  
☒ 12-hour shifts ☐ Alternative ☒ Rotating shifts

Position ☐ Replacement - list employee's name ☒ New staff - attach written justification  
(Need Council's approval)

Is this an additional staff member of an existing position?

☒ Yes If so, please attach a copy of the job description.

Please identify the need to expand the number of employees providing this job function. Include the proposed funding sources (General Fund, Utility Fund, Grant, other). Will this position reduce any other costs to the City? (Overtime, reliance on contracted or other agreements, etc.). Has the City Council considered this expanded level in the past 5 years?

☐ No Please provide a description of the job indicating what makes this job different than

an existing employee, the reason the position is necessary and the proposed funding sources (General Fund, Utility Fund, Grant, other). Will this position reduce any other costs to the City? (Overtime, reliance on contracted or other agreements, etc.) Has the City Council considered this expanded level in the past 5 years?

Is this position included in your budget? ☒ Yes ☐ No GL Account for position \_\_\_\_\_

Requestor Kevin D. Schone Date 03-01-2020

## Approvals

Human Resource Supervisor \_\_\_\_\_ Date \_\_\_\_\_

City Administrator \_\_\_\_\_ Date \_\_\_\_\_

Decision: ☐ Approved ☐ Not Approved ☐ On Hold - Resubmit in \_\_\_\_\_ weeks  
Position to be posted: ☐ Internally ☐ Externally

CITY OF WASHINGTON  
POSITION CLASS SPECIFICATION

PUBLIC WORKS LABORER  
DISTRIBUTION & COLLECTIONS MAINTENANCE DIVISION

NATURE OF WORK

Appointed by the City Administrator, and under the direction and direct supervision of the Distribution & Collections Maintenance Supervisor, this position performs various manual tasks and operates assorted equipment in the daily and seasonal operations of the City. The Division is responsible for routine and emergency repair and maintenance of the City's water distribution and sanitary sewage collection systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Follows all safety precautions necessary in operating equipment in a safe and efficient manner.

Assists with emergency repair of water main breaks and leaks.

Performs routine and emergency sewer cleaning.

Performs routine water hydrant flushing and flow testing.

Performs routine water system valve maintenance.

Performs routine inspections, cleaning and maintenance of sewage pump stations.

Responds to and investigates routine and emergency citizen complaints related to water and sewer service.

Assists with the repair and replacement of water main pipes, valves, fittings and hydrants.

Assists with the repair and replacement of sewer pipes and manholes.

PERIPHERAL DUTIES

Assists in the City's snow plowing and ice control program.

Assists with maintenance of City buildings and grounds.

POSITION CLASS SPECIFICATION – WATER & SEWER MAINTENANCE LABORER  
Page 2

Assists in storm damage control and clean-up activities within the City.

REQUIREMENTS OF WORK

Education and Experience:

Graduation from a standard senior high school or GED equivalent.

Knowledge, Skills and Abilities:

Ability to work safely.

Ability to operate various equipment including dump truck, sewer jetter/vactor, portable engine driven pump, jackhammer, air compressor, concrete saw, chain saw and pipe-cutter.

Ability to perform basic math computations using addition, subtraction, multiplication and division.

Ability to perform linear measurements.

Ability to make plan and profile view sketches of water mains and sewer lines.

Ability to communicate effectively both verbally and in writing.

Ability to understand and carry out written and oral instructions.

Ability to work un-scheduled overtime, including weekends and holidays.

Ability to work independently with minimum oversight.

Ability to establish and maintain effective working relationships with fellow employees, and other departments and the public.

SPECIAL REQUIREMENTS

A valid Illinois State motor vehicle operator's license and a valid Commercial Driver's License (CDL), or ability to obtain within one month of employment.

Must live within proximity of the City of Washington to enable employee to report to work within 15 minutes of being contacted during off-duty hours.

### 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.

Work is performed primarily in an outdoor setting. Hand-eye coordination is necessary to operate the tools and equipment.

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

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to one hundred fifty (150) 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.

### 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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee often works near moving mechanical equipment and in open excavations up to 15 feet in depth and is often 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 often moderate to loud.

Mayor Manier and City Council

The EPA has required, through the National Pollutant Discharge Elimination System (NPDES), that the City of Washington develop and implement a Capacity, Management, Operations, and Maintenance program (CMOM) for the collection system. This program includes a schedule for routine jetting and televising of sewer mains. This also includes more in-depth lift station maintenance and manhole inspections. The EPA also requires maintenance of the distribution system which includes hydrant maintenance, water main flushing and sampling, as well as valve exercising. Once completed, the documented maintenance and inspections of the collections and distribution system will be integrated into the City's GIS Mapping for better records and quick access.

As the City has grown, and the EPA's requirement for collection and distribution maintenance programs are being implemented and completed, the Distribution and Collections department struggles to keep up with the demands of the program. In addition to keeping up with the demands of the Distribution and Collections Programs, the department also gets pulled in other directions assisting other departments when needed.

The Distribution and Collections Department has always assisted the Street Department during snow operations, only being pulled away in an emergency like a water main break or clogged sanitary sewer. Because of this, there are times when a Distribution and Collections employee may be forced to stay at work past their winter operations 12-hour night shift or be called in after little rest to repair a water main break or unclog a sanitary sewer. This has happened with full staffing and will be difficult at best, or impossible, if there is long term illness of an employee or family emergencies. Both of these scenarios have happened in the 19/20 winter operations season. We have made this work, but there will come a time when the normally above average removal of snow and ice by City employees or repairs of the distribution and collections system will suffer because of employment shortages. Ultimately the residents suffer because of these shortages and numerous phone calls are made to City Hall to complain.

It is my recommendation to add one employee to the Distribution and Collections department to be able to accomplish the demands of the IEPA and also have staffing at a level to make repairs to the distribution and collections system when other staff is assisting with winter operations. In addition to adding one employee in this department I am also recommending that an undesignated current employee in the department be promoted to a Foreman position to be second in command in the absence of the Supervisor. Currently employees are required to carry the Supervisor's phone in his absence with no additional pay for the added responsibilities. All other departments in the City of Washington have a second in command.

With the addition of another employee, it will allow the department to be split into two crews. This will allow the department to be more aggressive with the Jetting and televising programs, allow for more manhole inspections and lift station maintenance as well as Hydrant and valve maintenance and water main flushing. Snow removal during winter operations by this department will be improved by having the additional employee to help with system repairs in emergencies.

The addition of a 7<sup>th</sup> snow route, in 2014, has necessitated the inclusion of two full time employees that are currently assigned to the Water and Wastewater Treatment Facilities to assist with winter operations. Also at this time, the City elected to bring the plowing of parking lots, alleys and sidewalks around City Hall and the Police Department back in house due to damage complaints and timing issues with the contractor. It was felt that the City would have more control as to how and when the servicing of these areas would be done and if there were complaints it would be our own personnel.

~~The Water and Wastewater Departments have two employees each that help with snow operations.~~  
This leaves 1 Water Treatment Operator for two Water Treatment Facilities, and 2 Wastewater Treatment Operators for two Treatment Facilities during snow operations. Depending on the duration of the storms this could last for several days. When snow is imminent overnight, the night crew is sent home to rest and expected to return when called back. This could be at 7pm or any time after 7pm to start their shift and in most cases working through the night until 7 am. If the storm is over and employees have put in 8 or more hours during the shift, they are not expected to work their next normally scheduled shift. When this type of event happens, an employee is not working in their assigned department for a minimum of 11 hours or approximately 1.5 days during each event. This could happen as little as a couple times each snow season, or as much as a couple times in a week.

It is my recommendation to add one employee to the street department. This department has not had any additional employees since 1998 and the City has grown by 40%. Adding an additional employee will allow the street department to be split into two crews to complete projects more efficiently during the summer months and have adequate staffing for winter operations in the winter months to reduce the impact of lost employees to the Treatment Facilities. There will be an employee from both the Water and Wastewater Departments that will still be included in winter operations even with the addition of one employee in the street department but the addition will improve the staffing needs of the treatment plants.

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Request Date March 1, 2020 Date New Hire Needed May 1, 2020  
Job Title Foreman/Distribution and Collections Department Distribution and Collections  
Manager Rick Janes (RJ) Phone Number 309-745-3503

Status ☒ FT ☐ PT ☒ Regular ☐ Temp ☐ Exempt ☒ Non-Exempt

Schedule ☒ Monday - Friday ☒ Weekends ☒ Holidays ☒ On call  
☒ 12-hour shifts ☐ Alternative ☒ Rotating shifts

Position ☒ Replacement - list employee's name ☐ New staff - attach written justification  
(Need Council's approval)

Is this an additional staff member of an existing position?

☐ Yes If so, please attach a copy of the job description.

Please identify the need to expand the number of employees providing this job function. Include the proposed funding sources (General Fund, Utility Fund, Grant, other). Will this position reduce any other costs to the City? (Overtime, reliance on contracted or other agreements, etc.). Has the City Council considered this expanded level in the past 5 years?

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Is this position included in your budget? ☒ Yes ☐ No GL Account for position \_\_\_\_\_

Kevin D. Schone

Requestor

03-01-2020

Date

## Approvals

Human Resource Supervisor

Date

City Administrator

Date

Decision: ☐ Approved ☐ Not Approved ☐ On Hold - Resubmit in \_\_\_\_\_ weeks  
Position to be posted: ☐ Internally ☐ Externally



CITY OF WASHINGTON  
POSITION CLASS SPECIFICATION  
**WATER & SEWER MAINTENANCE FOREMAN**

**NATURE OF WORK**

Appointed by the City Administrator, and under the supervision and direction of the Water and Sewer Maintenance Supervisor, this field technical position as Foreman is to direct the day to day activities of the Water and Sewer Maintenance Division in the absence of the Water and Sewer Maintenance Division Supervisor

Work involves responsibility for the effective and efficient maintenance and repair of the City's potable water supply distribution system and sanitary sewage collection system.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Takes direction from the Water and Sewer Maintenance Supervisor and supervises subordinates in the Supervisors absence

Maintains harmony among workers at all times

Follows safety precautions necessary and assures subordinates are as well

Determines daily and weekly work plan in the Supervisors absence

Monitors ongoing status of accomplishments of the work plan

Works to improve efficiencies when and where appropriate and with the Supervisors' approval

Performs various inspections of construction and repairs to the water supply distribution and sanitary sewage collection

Also performs all the duties and responsibilities required by other members of the Water and Sewer Maintenance Division

**PERIPHERAL DUTIES**

Assist in the City's snow plowing and ice control program

Assist with maintenance of City buildings and grounds

Assist with storm damage control and clean-up activities within the City

## REQUIREMENTS OF WORK

### Education and Experience:

Graduation from a standard senior high school or GED equivalent

### Knowledge, Skills and Abilities:

Ability to work safely

Ability to operate various equipment including dump truck, sewer jetter/vacuum truck, portable engine driven pump, jackhammer, air compressor, concrete saw, chain saw, and pipe cutter

Ability to perform basic math computations using addition, subtraction, multiplication and division

Ability to perform linear measurements

Ability to make plan and profile view sketches of water mains and sewer lines

Ability to communicate effectively both verbally and in writing

Ability to understand and carry out written and oral instructions

Ability to work un-scheduled overtime, including weekends and holidays

Ability to work independently with minimum oversight

Ability to establish and maintain effective working relationships with fellow employees under the Foreman's supervision, and other departments and public

## SPECIAL REQUIREMENTS

A valid Illinois State motor vehicle operator's license and valid Commercial Driver's License (CDL), or ability to obtain within one month of employment

Must live within proximity of the City of Washington to enable employee to report to work within 15 minutes of being contacted during off-duty hours

Must also have or the ability to obtain the following certifications within 1 year of being assigned to the Foreman position

- Class D - Requires graduation from high school or equivalent and six months responsible experience in a Class D water supply operation (pumpage, storage or distribution)
- Collection System Operator: 1 year collection system operating experience and high school education or equivalent

### PHYSICAL DEMANDS

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The addition of a 7<sup>th</sup> snow route, in 2014, has necessitated the inclusion of two full time employees that are currently assigned to the Water and Wastewater Treatment Facilities to assist with winter operations. Also at this time, the City elected to bring the plowing of parking lots, alleys and sidewalks around City Hall and the Police Department back in house due to damage complaints and timing issues with the contractor. It was felt that the City would have more control as to how and when the servicing of these areas would be done and if there were complaints it would be our own personnel.

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It is my recommendation to add one employee to the street department. This department has not had any additional employees since 1998 and the City has grown by 40%. Adding an additional employee will allow the street department to be split into two crews to complete projects more efficiently during the summer months and have adequate staffing for winter operations in the winter months to reduce the impact of lost employees to the Treatment Facilities. There will be an employee from both the Water and Wastewater Departments that will still be included in winter operations even with the addition of one employee in the street department but the addition will improve the staffing needs of the treatment plants.

# Employee Requisition Form



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Request Date March 1, 2020 Date New Hire Needed May 1, 2020  
Job Title Laborer Department Streets  
Manager Brandon Vermillion Phone Number 309-634-8050

Status ☒ FT ☐ PT ☒ Regular ☐ Temp ☐ Exempt ☒ Non-Exempt

Schedule ☒ Monday - Friday ☒ Weekends ☒ Holidays ☒ On call  
☒ 12-hour shifts ☐ Alternative ☒ Rotating shifts

Position ☐ Replacement - list employee's name ☒ New staff - attach written justification  
(Need Council's approval)

Is this an additional staff member of an existing position?

☒ Yes If so, please attach a copy of the job description.

Please identify the need to expand the number of employees providing this job function. Include the proposed funding sources (General Fund, Utility Fund, Grant, other). Will this position reduce any other costs to the City? (Overtime, reliance on contracted or other agreements, etc.). Has the City Council considered this expanded level in the past 5 years?

☐ No Please provide a description of the job indicating what makes this job different than an existing employee, the reason the position is necessary and the proposed funding sources (General Fund, Utility Fund, Grant, other). Will this position reduce any other costs to the City? (Overtime, reliance on contracted or other agreements, etc.) Has the City Council considered this expanded level in the past 5 years?

Is this position included in your budget? ☒ Yes ☐ No GL Account for position \_\_\_\_\_

Kevin D. Schone  
Requestor 03-01-2020  
Date

## Approvals

Human Resource Supervisor \_\_\_\_\_  
Date

City Administrator \_\_\_\_\_  
Date

Decision: ☐ Approved ☐ Not Approved ☐ On Hold - Resubmit in \_\_\_\_\_ weeks  
Position to be posted: ☐ Internally ☐ Externally

CITY OF WASHINGTON  
POSITION CLASS SPECIFICATION

**PUBLIC WORKS LABORER**  
**STREET DIVISION**

**NATURE OF WORK**

Appointed by the City Administrator and under the management of the Public Works Director, this field/technical position performs various manual tasks and operates assorted equipment in the daily and seasonal operations of the City. Responsibilities include maintaining the grounds along roadways and City property; repairing sidewalks and streets; mowing City properties; maintaining rights-of-way; assisting with interdepartmental projects and working to achieve the highest level of cooperation and to enhance the effectiveness and efficiency of the department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this position. The listed duties are not to be construed as exclusive or all-inclusive. Other duties will be required and assigned.

Follows all safety precautions necessary in operating equipment in a safe and efficient manner.

Operates various equipment including jackhammer, air compressor, chain saw, lawn mower, chipper, blacktop reclaimer, tamper, weed eater, concrete saw, paint striper, backhoe, street sweeper and tractor with bush hog.

Mows various City properties; removes brush, tree limbs and leaves with chipper, cleans alleys and rights-of-way; removes snow and ice from streets and sidewalks as required.

Repairs sidewalks, resurfaces and repairs roadways; maintains City roadway curbs, crosswalks and stop bars.

Cleans and repairs drainage structures.

Signals traffic at points of safety hazard during roadway construction or repair.

Maintains and controls rights-of-way.

Assists other City Department personnel as assigned.

**PERIPHERAL DUTIES**

Maintains City buildings and grounds; assists in sodding and landscaping City property; assists in storm damage cleanup; repairs fences.

Performs other related duties as required.

### REQUIREMENTS OF WORK

#### Education and Experience:

Graduation from a standard senior high school or GED equivalent, with a minimum of two (2) years of acceptable related work experience, or any equivalent combination of education and experience.

#### Knowledge, Skills and Abilities:

Ability to add, subtract, measure, multiply and divide.

Skill in operation of the listed tools and equipment.

Ability to work safely.

Ability to communicate effectively both verbally and in writing.

Ability to establish and maintain effective working relationships with fellow employees, and other departments and the public.

Ability to understand and carry out written and oral instructions.

Ability to work regularly scheduled overtime, including weekends and holidays.

### SPECIAL REQUIREMENTS

Hold a valid Illinois State motor vehicle operator's license and a valid Commercial Driver's License (CDL), or ability to obtain within 90 days of employment.

Must reside within close proximity to the City of Washington to enable employee to report to work within 15 minutes of being contacted during off-duty hours.

### 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 job.

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. The employee is frequently required to walk; talk or hear; sit; climb



POSITION CLASS SPECIFICATION – STREETS DIVISION LABORER  
Page 3

or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee works in indoors as well as in outside weather conditions. The employee often works near moving equipment and vehicles. The employee occasionally works in confined spaces and is occasionally exposed to temperature variations, unpleasant odors, fumes, or airborne particles, toxic or caustic agents, wetness, disease and/or dust. The noise level in the work environment is often moderate to loud.

Mayor Manier and City Council

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With the addition of another employee, it will allow the department to be split into two crews. This will allow the department to be more aggressive with the Jetting and televising programs, allow for more manhole inspections and lift station maintenance as well as Hydrant and valve maintenance and water main flushing. Snow removal during winter operations by this department will be improved by having the additional employee to help with system repairs in emergencies.

The addition of a 7<sup>th</sup> snow route, in 2014, has necessitated the inclusion of two full time employees that are currently assigned to the Water and Wastewater Treatment Facilities to assist with winter operations. Also at this time, the City elected to bring the plowing of parking lots, alleys and sidewalks around City Hall and the Police Department back in house due to damage complaints and timing issues with the contractor. It was felt that the City would have more control as to how and when the servicing of these areas would be done and if there were complaints it would be our own personnel.

The Water and Wastewater Departments have two employees each that help with snow operations. This leaves 1 Water Treatment Operator for two Water Treatment Facilities, and 2 Wastewater Treatment Operators for two Treatment Facilities during snow operations. Depending on the duration of the storms this could last for several days. When snow is imminent overnight, the night crew is sent home to rest and expected to return when called back. This could be at 7pm or any time after 7pm to start their shift and in most cases working through the night until 7 am. If the storm is over and employees have put in 8 or more hours during the shift, they are not expected to work their next normally scheduled shift. When this type of event happens, an employee is not working in their assigned department for a minimum of 11 hours or approximately 1.5 days during each event. This could happen as little as a couple times each snow season, or as much as a couple times in a week.

It is my recommendation to add one employee to the street department. This department has not had any additional employees since 1998 and the City has grown by 40%. Adding an additional employee will allow the street department to be split into two crews to complete projects more efficiently during the summer months and have adequate staffing for winter operations in the winter months to reduce the impact of lost employees to the Treatment Facilities. There will be an employee from both the Water and Wastewater Departments that will still be included in winter operations even with the addition of one employee in the street department but the addition will improve the staffing needs of the treatment plants.