



**VILLAGE OF JACKSON
PERSONNEL COMMITTEE MEETING AGENDA**

Tuesday, May 14, 2024 at 6:15 PM

Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Approval of Minutes for the Personnel Committee Meeting of April 9, 2024
3. Review and Discussion of Village of Jackson Job Description Updates
4. Review and Discussion of Chapter V of the Village of Jackson Employee Handbook Regarding Employee Benefits
5. Citizens/Village Staff to Address the Personnel Committee
6. Adjourn

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Administration Department at the Jackson Municipal Complex at least one (1) business day prior to the meeting.

It is possible that members of the Village Board may attend the above meeting. No action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice. This notice is given so that members of the Village Board may attend the meeting without violating the open meeting law.

MINUTES
PERSONNEL COMMITTEE MEETING
Tuesday, April 9, 2024 at 5:30 PM
Personnel Committee Meeting

1. Call to Order and Roll Call

The meeting was called to order at 5:30 PM by Tr. Kruepke. Tr. Kruepke was the acting chairperson in the absence of Pres. Heckendorf.

Members Present: Tr. Emmrich and Tr. Kruepke.

Members Excused: Pres. Heckendorf.

Members Absent: None

Staff Present: Administrator Jen Keller, Treasurer Darlene Smith, Police Chief Ryan Vossekuil and Clerk Anastasia Gonstead.

Trustees Present in Audience: None

2. Approval of Minutes for the Personnel Committee Meeting of March 12, 2024

The motion to approve the minutes for the Personnel Committee meeting of March 12, 2024, was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 2 ayes, 0 nays. Motion carried.

3. Review and Discussion of Chapters I, II, and III of the Village of Jackson Employee Handbook Regarding General Personnel Policies, Employment Policies, and Classification and Compensation Policies

Administrator Keller provided an overview of the changes made to the aforementioned chapters of the handbook.

The motion to recommend to the Village Board to approve Chapters I, II, and III of the Village of Jackson Employee Handbook was made by Tr. Kruepke and seconded by Tr. Emmrich.

Vote: 2 ayes, 0 nays. Motion carried.

4. Review and Discussion of Professional Services Agreement with Washington County for Shared Planner Services

Administrator Keller provided an overview of the items contained in the packet pertaining to this agenda item, including comparison of services and referencing with other available services.

The motion to recommend to the Village Board to approve the professional services agreement with Washington County for shared Planner services was made by Tr. Kruepke and seconded by Tr. Emmrich.

Discussion: Tr. Emmrich inquired if this individual would be present for Plan Commission meetings. Administrator Keller explained it would not be a regular occurrence, but may be for more involved matters. Tr. Emmrich also inquired if this individual would have any decision-making authority. Administrator Keller provided explainatin of the support they would provide to staff and Plan Commission.

Vote: 2 ayes, 0 nays. Motion carried.

5. Citizens/Village Staff to Address the Personnel Committee

None.

6. Adjourn

A motion to adjourn the meeting was made by Tr. Kruepke and seconded by Tr. Emmrich.

Vote: 2 ayes, 0 nays. Motion carried. The meeting was adjourned at 5:36 PM.

Respectfully Submitted,
Anastasia Gonstead - Village Clerk



MEMO

TO: Brian Heckendorf, Village President; Board of Trustees

FROM: Darlene Smith, Treasurer; Jen Keller, Village Administrator; Staff

RE: 2024 Updated Job Descriptions

DATE: May 9, 2024

Below you will find a summary consisting of departmental reports related to the updated 2024 job descriptions. Upon approval of the draft job descriptions, Staff will finalize formatting, and issue to employees with the updated handbook, in July or August.

Police Department - In 2023, the Police Department underwent a process to review/update job descriptions and added a second sergeant through the budgeting process. All updates reflect the Village handbook revisions and standardizes formatting.

Building Inspection Department - Changes to the updated job descriptions include expanded zoning oversight for the Director and establishing the part-time assistant Building Inspector role shared with Hartford.

Fire Department - Updates were made to the chain of command and format changes. In 2023, another full-time firefighter/paramedic role was created, and the Assistant Chief and Lieutenant/Paramedic job descriptions were updated.

Park and Recreation - A departmental restructuring was approved in 2023 and included new job descriptions as well as an additional full-time employee to be hired in Q3 or Q4. Job descriptions are now added for the teachers and aids that are employees of the Village and fulfill the responsibilities within the contract with the West Bend School District.

Streets and Parks Department, Water Utility, Sewer Utility - The role of the Director of Public Works/Village Engineer has been filled by a Professional Engineer (P.E.) since 1991, the updated job description gives the Village a choice in whether to hire a successor engineer with or without a P.E. designation in the future. While foregoing the P.E. designation for an employee is a decision many communities are faced with making, Jackson would then require a consultant planner to take on many reviews, such as Plan Commission reviews for new developments. The attached descriptions also included the reinstated and funded position of Assistant Village Engineer, a role vacated in 2010. Locating a workspace for this employee is necessary prior to posting the role in Q2. There are two other roles created and funded in the 2024 budget, a part-time assistant Utility Clerk to work 20 hours a month, which is currently filled by the former utility clerk that is hoping to permanently retire, as well as a role for a full-time joint water/sewer operator for times when work is increased in either department.

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Police Chief
DEPARTMENT: Police Department
IMMEDIATE SUPERVISOR: Village Administrator
CLASSIFICATION: Full-time- Exempt

GENERAL POSITION DESCRIPTION:

This position is responsible for the administrative oversight, visioning, leadership, planning, budgeting, coordinating and management of the Department. This position directs and administers the overall operations, programs, maintenance, development, and promotion of the Department, its systems, resources, programs, and responsibilities.

LICENSE/CERTIFICATION REQUIREMENTS:

Certified or Certifiable for certification as a police officer through the Wisconsin Department of Justice- Training and Standards Board. A valid Wisconsin motor vehicle operator's license is required.

SKILLS, KNOWLEDGE, AND ABILITIES:

Ability to decide the time, place, and sequence of operations within an organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria in order to determine consequences, and to identify and select alternatives.

Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to apply the application of policies, procedures and standards to specific situations.

Ability to utilize and analyze a variety of information such as police reports, budget reports, contracts, bids, equipment specifications, personnel records, crime statistics, personnel evaluations, purchase orders, crime reports, accident reports, policies, architectural drawings, state statutes, village ordinances, case law, Attorney General Opinions, legal documents, professional journals and educational curricula.

Ability to communicate verbally and in writing with department personnel, other law enforcement agency personnel, village employees, Village Board, civic groups, students, attorneys, judges, social service personnel, medical care providers, jail personnel, consultants, news media representatives, medical examiner, and police training personnel.

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, and directing.

Ability to exercise judgment, decisiveness and creativity required in life threatening/dangerous situations, and in situations involving the direction, control and planning of an entire program or multiple programs.

EDUCATION AND PRIOR EXPERIENCE:

Subject to Police & Fire Commission rules, a bachelor's degree in criminal justice, public administration or related field is required. A minimum of ten (10) years of law enforcement experience and five (5) years' experience in administration with specific experience in such areas as planning, budgeting, and leadership. Other qualifications as determined by the Police and Fire Commission.

SPECIFIC POSITION RESPONSIBILITIES:

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

Supervises, directs, and coordinates the police department operations. Directs reorganization and revision of procedures, methods, and policies to improve department efficiency and effectiveness. Directs personnel in maintaining department effectiveness. Develops work methods, policies, and procedures. Maintains employee discipline and ethics. Evaluates staff effectiveness.

Evaluates village crime prevention and law enforcement problems and develops and implements efficient police solutions. Adjusts department methods to new situations as required.

Develops, recommends, and administers department operating budget. Reviews and substantiates department funds, and the maintenance of fiscal controls on department revenues and expenditures. Plans allocation and use of all monies budgeted for department operations.

Plans and conducts staff meetings.

Responsible for department personnel selection, discipline, staffing, and assignment decisions. Participates in selecting entry-level police recruits. Maintains training programs to keep all department personnel aware of changes to laws and police procedure.

Develops and maintains effective working relationships with village trustees, department heads and staff, news media, and the public. Attends meetings of the Village Board and Police & Fire Commission, as needed. Gives speeches and other public presentations. Cooperates with civic groups and schools to maintain police/community relations programs and activities.

Responds to emergencies, questionable death, crime, and accident scenes. Ensures compliance with policies and procedures.

Supervises and monitors investigations of criminal activity. Reviews and evaluates incident reports and may assign follow-up investigation to the detective.

Reviews reports for compliance with existing laws, rules, and regulations, and for accuracy and completeness. Approves search and arrest warrant applications. Coordinates and allocates resources and personnel.

Responsible for maintaining compliance with NIBRS reporting, LESB training and records requirements, CIB and NCIC security requirements, the open records law, Prescription Drug Monitoring Program reporting, pursuit reporting to the State Patrol, CIB audits, Juvenile Justice and Delinquency Prevention Act requirements, and other mandates as required.

PHYSICAL REQUIREMENTS:

Ability to operate motor vehicles, computers, firearms, restraint devices, baton, emergency communications equipment.

Ability to coordinate eyes, hand, feet and limbs in performing skill movements such as operation of firearms.

Ability to exert physical effort necessary to perform essential functions.

Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials and tasks.

ENVIRONMENTAL ADAPTABILITY:

Ability to work under stressful, mildly unsafe to life-threatening and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, violence, irate individuals, intimidation, noise, machinery, disease and/or dust can cause discomfort and where there is a risk of injury or death. The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Police Lieutenant
DEPARTMENT: Police Department
IMMEDIATE SUPERVISOR: Police Chief
CLASSIFICATION: Full-time- Exempt

GENERAL POSITION DESCRIPTION:

The purpose of this position is to help plan, manage, and supervise all department functions that provide law enforcement assistance, protection of life and property; and assume command of the department in the absence of the Chief of Police. The work is performed under the direction of the Chief of Police.

LICENSE/CERTIFICATION REQUIREMENTS:

Certified or Certifiable for certification as a police officer through the Wisconsin Department of Justice- Training and Standards Board. A valid Wisconsin motor vehicle operator's license is required.

SKILLS, KNOWLEDGE, AND ABILITIES:

Ability to decide the time, place, and sequence of operations within an organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to determine consequences and to identify and select alternatives.

Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures, and standards to specific situations.

Ability to utilize and analyze a variety of advisory and design data and information such as police reports, budget reports, contracts, bids, equipment specifications, personnel records, crime statistics, personnel evaluations, purchase orders, crime reports, accident reports, policies, architectural drawings, state statutes, village ordinances, case law, Attorney General Opinions, legal documents, professional journals and educational curricula.

Ability to communicate orally and in writing with citizens, department personnel, other law enforcement agency personnel, attorneys, news media representatives, crime victims/witnesses, suspects, business owners and employees, social service workers, victim/witness coordinators, medical care providers, medical examiners, school personnel, probation and parole personnel, crime lab personnel, and vendor representatives.

Ability to calculate percentages, fractions, decimals, volumes, and ratios. Ability to interpret basic descriptive statistical reports.

Ability to exercise judgment, decisiveness and creativity required in critical, life-threatening, or unexpected situations involving moderate risk to the organization.

EDUCATION AND PRIOR EXPERIENCE:

Subject to Police & Fire Commission rules.

SPECIFIC POSITION RESPONSIBILITIES:

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

Assists Police Chief in planning, supervising, directing, and monitoring of the officers and office functions of the department.

Participates and makes recommendations in potential employee interviews, selection, and termination. Evaluates work tasks, recommends commendations, promotions, and discipline.

Interprets state statutes and village ordinances.

Responsible for internal investigations. Makes recommendations to the Chief of Police on all disciplinary matters.

Conducts special investigations as ordered by the Chief of Police.

Represents the department at meetings in the absence of the Chief of Police. Prepares and gives presentations to village officials, civic groups, students, etc. regarding department activities and crime prevention.

Prepares, creates, revises, and amends department policies as needed.

Maintains knowledge of current department policies and procedures, crime investigation principles and techniques, criminal laws, and ordinances. Participates in on-going training. Reviews professional periodicals, bulletins, and other materials regarding law enforcement.

Prepares a variety of reports, correspondence, news releases, and forms regarding department operations.

Implements directives, orders, and policies from Chief to subordinates.

Assumes command of crime scenes and department in absence of Chief.

Conduct background investigations of potential employees.

Maintains knowledge of current juvenile and general investigation policies, procedures, rules, regulations, and statutes; social service functions; adult and juvenile court procedures; investigation/interrogation techniques; rules of evidence, arrest, search and seizure; community standards; crime prevention programs; and local geography.

Additional tasks and responsibilities as assigned.

Prepares work schedules and assigns shifts, approves, or denies employee time off requests and approves expenditures for overtime.

Reviews officers' reports.

Assigns vehicles to police department personnel.

Monitors sworn staff training needs and ensures compliance with state mandates.

Adheres to and enforces the collective bargaining agreement with the department's union.

Oversees the care and maintenance of police department uniforms and equipment.

Informs the chief of police of equipment and training needs for budgeting purposes.

Ensures that local ordinances, traffic safety regulations, state and federal laws and administrative codes are enforced.

Performs the duties of a police officer or investigator while working as lieutenant.

Supervises crime scenes, investigations, and the collection of evidence; provides backup for officers on serious calls.

Report completed officer training to training and standards via ACADIS.

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other department members.

1. Procures equipment and arranges repairs.
2. Receives telephone complaints.
3. Faxes and mails reports to other agencies. Transports materials and equipment.

In the event that the Chief of Police is unable to perform his or her duties, the Lieutenant will assume all of the Chief's duties and responsibilities. The Lieutenant is second in command of the department.

ENVIRONMENTAL ADAPTABILITY:

Ability to work under stressful, mildly unsafe to life-threatening and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, violence, irate individuals, intimidation, noise, machinery, disease and/or dust can cause discomfort and where there is a risk of injury or death. The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

PHYSICAL REQUIREMENTS:

Ability to operate motor vehicles, computers, firearms, restraint devices, baton, emergency communications equipment.

Ability to coordinate eyes, hand, feet and limbs in performing skill movements such as operation of firearms.

Ability to exert physical effort necessary to perform essential functions.

Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials and tasks.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Police Sergeant
DEPARTMENT: Police Department
IMMEDIATE SUPERVISOR: Police Lieutenant
CLASSIFICATION: Full-time- Hourly/ Non-Exempt

GENERAL POSITION DESCRIPTION:

The purpose of this position is to help plan, manage, and supervise all department functions that provide law enforcement assistance, protection of life and property; and assume command of the department in the absence of the Chief of Police and Lieutenant. The work is performed under the direction of the Chief of Police and the Lieutenant.

LICENSE/CERTIFICATION REQUIREMENTS:

Certified or Certifiable for certification as a police officer through the Wisconsin Department of Justice- Training and Standards Board. A valid Wisconsin motor vehicle operator's license is required.

SKILLS, KNOWLEDGE, AND ABILITIES:

Ability to decide the time, place, and sequence of operations within an organized framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, to determine consequences and to identify and select alternatives.

Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince, and train others. Ability to advise and interpret regarding the application of policies, procedures, and standards to specific situations.

Ability to utilize and analyze a variety of advisory and design data and information such as police reports, budget reports, contracts, bids, equipment specifications, personnel records, crime statistics, personnel evaluations, purchase orders, crime reports, accident reports, policies, architectural drawings, state statutes, village ordinances, case law, Attorney General opinions, legal documents, professional journals, and educational criteria.

Ability to communicate orally and in writing with citizens, department personnel, other law enforcement agency personnel, attorneys, news media representatives, crime victims/witnesses, suspects, business owners and employees, social service workers, victim/witness coordinators, medical care providers, medical examiners, school personnel, probation and parole personnel, crime laboratory personnel, and vendor representatives.

Ability to interpret basic descriptive statistical reports.

Ability to exercise judgement, decisiveness and creativity required in critical, life-threatening, or unexpected situations involving moderate risk to the organization.

EDUCATION AND PRIOR EXPERIENCE:

Subject to Police & Fire Commission rules.

SPECIFIC POSITION RESPONSIBILITIES:

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

Assists Police Chief in planning, supervising, directing, and monitoring of the officers and office functions of the department.

Participates and makes recommendations in potential employee interviews, selection, and termination. Evaluates work tasks, recommends commendations, promotions, and discipline.

Interprets state statutes and village ordinances.

Supervises the activities of police department personnel.

Represents the department at the meetings in the absence of the Chief of Police.

Prepares and gives presentations to village officials, civic groups, students, etc.

Maintains knowledge of current department policies and procedures, crime investigation principles and techniques, criminal laws, and ordinances.

Participates in on-going training. Reviews professional periodicals, bulletins, and other materials regarding law enforcement.

Prepares a variety of reports, correspondence, news releases, and forms regarding department operations.

Implements directives, orders, and policies from Chief and Lieutenant to subordinates.

Assumes command of crime scenes and department in absence of Chief and Lieutenant.

Supervises crime scenes, investigations, and the collection of evidence; provides backup for officers on serious calls.

Evaluates the performance of police personnel and takes corrective action when necessary to ensure compliance with policy and procedures.

Maintains knowledge of current juvenile and general investigation policies, procedures, rules, regulations, and statutes; social service functions; adult and juvenile court procedures; investigation/interrogation techniques; rules of evidence, arrest, search and seizure; community standards; crime prevention programs; and local geography.

Prepares work schedules and assigns shifts, approves, or denies employee time off requests and approves expenditures for overtime.

Reviews officer's reports.

Assigns work to subordinates.

Coordinates departmental training activities.

Adheres to and enforces the collective bargaining agreement with the department's union.

Ensures that local ordinances, traffic safety regulations, state and federal laws and administrative codes are enforced.

Performs the duties of a police officer or investigator while working as sergeant.

Provides or oversees field training to meet state and departmental standards.

Submits payroll bi-weekly in the absence of the Lieutenant.

The Sergeant is third in command of the Police Department

ENVIRONMENTAL ADAPTABILITY:

Ability to work under stressful, mildly unsafe to life-threatening and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, violence, irate individuals, intimidation, noise, machinery, disease and/or dust can cause discomfort and where there is a risk of injury or death. The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

PHYSICAL REQUIREMENTS:

Ability to operate motor vehicles, computers, firearms, restraint devices, baton, emergency communications equipment.

Ability to coordinate eyes, hand, feet and limbs in performing skill movements such as operation of firearms.

Ability to exert physical effort necessary to perform essential functions.

Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials and tasks.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Police Detective/ Investigator
DEPARTMENT: Police Department
IMMEDIATE SUPERVISOR: Police Lieutenant
CLASSIFICATION: Full-time, Hourly, Non-Exempt

GENERAL POSITION DESCRIPTION:

The purpose of this assignment is to provide a variety of law enforcement services with a particular focus on investigations within the Village of Jackson Police Department under the direction of the Chief and Lieutenant of Police.

The position of Police Investigator is an appointed assignment established by a Letter of Understanding between the Village of Jackson and the WPPA for a one-year period effective January 1. The Investigator serves at the discretion of the Chief of Police, who may terminate or reassign the position prior to December 31. The officer filling the Investigator position will then assume whatever patrol shift is vacant at that time.

LICENSE/CERTIFICATION REQUIREMENTS:

Certified or Certifiable for certification as a police officer through the Wisconsin Department of Justice- Training and Standards Board. A valid Wisconsin motor vehicle operator's license is required.

SKILLS, KNOWLEDGE, AND ABILITIES:

Ability to perform all skills, abilities, and responsibilities contained within the police officer job description.

This is not an entry level position. The following knowledge, skills, and abilities are normal for this position and would be readily evident in the work performed as a police officer. Prior to appointment to this position, someone considered for this position must have acquired proficiency in the skills required for the patrol officer position.

Ability to comprehend and apply federal, state, and village laws.

Ability to work under adverse conditions.

Ability and skill in communicating clearly and fully both orally and in writing.

Ability to control personal feelings and emotions, to interact tactfully and effectively, and to work cooperatively with the public, officers of this and other departments, and supervisors.

Ability to prepare reports, maintain case files, and correspond in a professional and competent manner.

Ability and skill in operating any police equipment under adverse conditions and situations.

Knowledge of the investigative process. It is crucially important that an officer be knowledgeable in procedures and techniques used in the collection and preservation of physical evidence, all aspects of crime scene management and investigation, search and seizure, rules of evidence, the taking of statements, and admissibility of these various types of evidence in the courts. The officer must be familiar with changes in juvenile issues, criminal law, local ordinances, and Department policy and procedures. The officer assigned to this position is expected to maintain the knowledge and skills previously referred to and every effort must be made to stay current with new theory and techniques.

EDUCATION AND PRIOR EXPERIENCE:

Minimum qualifications are subject to modification by the Police and Fire Commission. A minimum of 60 college credits at time of appointment. Certified, certifiable, or eligible for certification by the Wisconsin Department of Justice- Training and Standards Board.

SPECIFIC POSITION 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.

The goal of any investigation is to achieve the conviction or the perpetrator of criminal acts in court, or to obtain all of the information needed to come to the best decision that can be made on other types of investigations. In order to achieve these goals, the Investigator has a specialized set of duties related to crime scenes investigation, evidence management, follow-up investigation, interviewing and interrogating techniques, and providing expertise and as a resource for their investigations as well as the department's other officers.

Maintain effective working relationship with patrol officers to facilitate the investigation of crimes and complaints.

Work cooperatively with the Administrative Assistants to ensure the proper maintenance of pertinent files.

Review their own as well as other officer's incident and arrest reports.

Interview victims, witnesses, and possible suspects, and to use the different techniques that are unique to each type of person being interviewed.

Investigate all matters which have been assigned for action until all leads are exhausted.

Review uncleared cases and conduct additional re-investigation and re-interviews.

Keep the Chief of Police informed of the progress of assigned investigations as well as other significant activities and events.

Prepare and submit reports as requested/required.

Prepare and submit required administrative reports as necessary.

Prepare and submit monthly reports as required.

Provide victim and witness referrals as

Conduct field interviews and obtain information.

Review and analyze other officer's field interrogation reports for information on criminal activities.

Obtain and execute arrest and/or search warrants and subpoenas.

Process arrested persons.

Coordinate investigations and disseminate information with other law enforcement agencies and persons within the Department.

Provide liaison with prosecutor's offices and courts as needed to process warrants and prosecution of criminal matters.

Provide credible testimony in court.

Review and sign criminal complaints.

Serve as a liaison and provide for transportation of evidence to Crime Laboratory.

Implement procedures for the disposition of evidence.

Attend meetings of investigators with other Washington County departments and make regular contact with those in other nearby communities, to share information regarding criminal activity in this and surrounding communities.

All serious crimes are referred to the investigator for action. Most criminal, non-criminal, and administrative investigations will also be assigned to the Investigator.

Investigators are subject to a 24 hour call up for all major new criminal offenses to coordinate and conduct investigative activity with the initially sent officers.

Provide follow-up investigations for other officer's investigations which may require the re-interviewing of victims, witnesses, and suspects.

ENVIRONMENTAL ADAPTABILITY:

Ability to work under stressful, mildly unsafe to life-threatening and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, violence, irate individuals, intimidation, noise, machinery, disease and/or dust can cause discomfort and where there is a risk of injury or death. The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

PHYSICAL REQUIREMENTS:

Ability to operate, maneuver and/or steer equipment and machinery with some requiring complex, rapid and continuous adjustments, such as police squad car, emergency communications equipment, firearms, baton, OC spray, Taser, restraint devices, computer terminal, telephone, digital recorders, camera, evidence collection equipment and measuring devices.

Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as operating firearms, police vehicles, and in restraining/subduing individuals.

Ability to exert mildly heavy physical effort in moderate to heavy work, typically involving some combination of running, climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling. Ability to exert sufficient physical force to subdue or restrain combative/violent individuals.

Ability to recognize and identify similarities and/or differences between characteristics of colors, forms, sounds, tastes, odors, and textures associated with job-related objects, materials, and tasks.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date

DRAFT

DRAFT

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION:	Police Officer
DEPARTMENT:	Police Department
IMMEDIATE SUPERVISOR:	Police Sergeant
CLASSIFICATION:	Full-time, Hourly, Non-Exempt

GENERAL POSITION DESCRIPTION:

The purpose of this position is to provide a variety of law enforcement services, maintain public order, protect life and property, and assist the public through police patrol of the Village and public contact, under the direction and supervision of the Chief and Lieutenant of Police.

LICENSE/CERTIFICATION REQUIREMENTS:

Certified or Certifiable for certification as a police officer through the Wisconsin Department of Justice- Training and Standards Board. A valid Wisconsin motor vehicle operator's license is required.

SKILLS, KNOWLEDGE, AND ABILITIES:

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data as well as assemble, copy, and record and transcribe data and information. Ability to classify, compute and tabulate data.

Ability to persuade, convince, and/or train others, including the ability to act as an officer-in-charge. Ability to advise and interpret how to apply policies, procedures, and standards to specific situations.

Ability to understand and utilize information such as warrants, intelligence reports, crime scene diagrams, teletype messages, court documents, training materials, police operations manuals, technical operating manuals, statutes, ordinances, textbooks, investigation manuals, motor vehicle records, driver histories, criminal histories, procedures, guidelines, and non-routine correspondence.

Ability to effectively communicate orally, often in stressful situations, and in writing with a wide variety of persons, including but not limited to department personnel, other law enforcement agency personnel, attorneys, judges, suspects, victims/witnesses, medical care personnel, educators, students, civic groups, business representatives, insurance company representatives, firefighters, news media representatives, and the public.

Ability to add, subtract, multiply and divide, and calculate percentages, fractions, and decimals. Ability to interpret basic descriptive statistical report

Ability to use functional reasoning and apply rational judgment in performing diversified police work activities.

Ability to exercise the judgment, decisiveness and creativity required in stressful, life threatening and dangerous situations involving the evaluation of available information against measurable criteria.

EDUCATION AND PRIOR EXPERIENCE:

Minimum qualifications are subject to modification by the Police and Fire Commission. A minimum of 60 college credits at time of appointment. Certified, certifiable, or eligible for certification by the Wisconsin Department of Justice- Training and Standards Board.

SPECIFIC POSITION 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.

Performs police patrol of assigned area to enforce local, state, and federal laws. Answers calls for law enforcement services including but not limited to domestic disputes, personal assaults, personal neglect, property crimes, civil disturbances, medical emergencies, natural disasters, fires, search and rescue operations and assistance to other law enforcement agencies.

Investigates suspicious activity and/or suspected crimes against person, property, or public interest as observed and reported.

Evaluates/analyzes situations. Determines appropriate course of action such as requesting additional law enforcement assistance, initiating investigations and assistance in investigations, providing aid and assistance, initiating situation intervention techniques, requesting other emergency response personnel assistance. Gathers information from complainants, suspects and witnesses using appropriate and effective interview and interpersonal evaluation techniques. Detains and/or arrests suspects/participants. Searches individuals, buildings, and vehicles.

Arrests and processes (books) suspects. Completes required forms, fingerprints, photographs, and transports suspects to appropriate agency. May restrain or assist in restraining suspects or detainees.

Collects, processes, and preserves evidence. Photographs and/or videotapes crime and accident scenes and victims. Maintains evidence custody until delivered to Property Officer. Accurately documents evidence collection and booking.

Monitors traffic, issues citations and warnings, evaluates hazards and reports hazards to appropriate agency and personnel. Directs traffic due to congestion, accidents and/or hazards.

Responds to traffic collisions, rollovers and reported hazards. Gathers information from participants and witnesses at scene regarding incidents. Clears road hazards. Assists emergency medical and rescue personnel at traffic collisions. Provides first responder aid to injured persons. Compiles driver, passenger, witness and vehicle information and documents in report.

Assists motorists as needed with directions, travel advice, etc.

Prepares a variety of law enforcement related forms, reports, correspondence and other documents including but not limited to incident reports, accident reports, sobriety forms, field interview forms, custody forms, intelligence reports, detention evaluation forms, advisement forms, search consent forms, vehicle identification forms, evidence and arrest documents, payment receipts, domestic violence forms, victim notification/rights waiver, rights advisement forms, court amendment/dismissal forms, mental health emergency detention forms, vehicle logs, personnel forms, training requests.

Assists in the preparation and service of criminal warrants and citations.

Testifies in court and administrative hearings as summoned.

Maintains knowledge of current police policy and procedures, traffic and criminal ordinances, state, federal laws, and applicable guidelines.

Maintains communication with the public regarding public safety issues and concerns.

Participates in scheduled professional training including, but not limited to, firearms training/qualifying, professional communication skills, de-escalation, arrest control, restraint training, emergency/ pursuit driving techniques and CPR certification.

Assists County, State and Federal law enforcement / criminal justice, human services and emergency agency personnel and agencies within the Village as needed.

Prepares and gives presentations regarding bike safety, crime prevention and other public safety issues.

Identifies and reports defective streetlights, broken and downed traffic control signals and signs, and other public safety concerns.

Performs animal control tasks.

Maintains/ cleans squad cars. Reports vehicle and equipment repair needs.

Reports weather hazards.

Delivers documents as needed.

DRAFT

ENVIRONMENTAL ADAPTABILITY:

Ability to work under stressful, mildly unsafe to life-threatening and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, violence, irate individuals, intimidation, noise, machinery, disease and/or dust can cause discomfort and where there is a risk of injury or death. The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

PHYSICAL REQUIREMENTS:

Ability to operate, maneuver and/or steer equipment and machinery with some requiring complex, rapid and continuous adjustments, such as police squad car, emergency communications equipment, firearms, baton, OC spray, Taser, restraint devices, computer terminal, telephone, digital recorders, camera, evidence collection equipment and measuring devices.

Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as operating firearms, police vehicles, and in restraining/subduing individuals.

Ability to exert mildly heavy physical effort in moderate to heavy work, typically involving some combination of running, climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling. Ability to exert sufficient physical force to subdue or restrain combative/violent individuals.

Ability to recognize and identify similarities and/or differences between characteristics of colors, forms, sounds, tastes, odors, and textures associated with job-related objects, materials, and tasks.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date

**VILLAGE OF JACKSON
JOB DESCRIPTION**

POSITION: Police Clerk
DEPARTMENT: Police Department
IMMEDIATE SUPERVISOR: Police Chief
CLASSIFICATION: Part-time- Hourly, Non-Exempt

GENERAL POSITION DESCRIPTION:

The purpose of this position is to perform secretarial, public contact, clerical, and administrative support tasks, under the direction of the Police Chief.

LICENSE/CERTIFICATION REQUIREMENTS:

Ability to complete and maintain Wisconsin Crime Information Bureau certification for access to the state and federal data systems.

SKILLS, KNOWLEDGE, AND ABILITIES:

Ability to analyze, classify and categorize data and information.

Ability to communicate verbally and in writing with police personnel, attorneys and their personnel, village officials, court clerk and public.

EDUCATION AND PRIOR EXPERIENCE:

High school diploma or equivalent, clerical experience is preferred.

SPECIFIC POSITION RESPONSIBILITIES:

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

Review incident reports and attach supporting paperwork to case file. Prepare custody reports to be sent to the District Attorney's office via Cerberus. Provide Emergency Commitment reports to the County Attorney.

Enter data into the Records Management System.

Assist the public at the front counter.

Dispatch officers accurately as needed for incidents.

Answer and route telephone calls, take and relay messages.

Sort, file, and photocopy printed material.

Download photos from cameras.

Open, review, and distribute mail as directed by the Chief of Police.

Provide accident and incident reports subject to approval by the Chief of Police.

Reconcile cashbox each month.

Update all forms used by officers and restock forms low on inventory.

Order office supplies and items requested by officers and staff.

Order and renew officer ID cards using PASP ID Program.

Enter all training records for in-house and outside classes into Acadis and scan certificates to officer's files.

Update Notice of Court Appearances and notify officer of changes via email, text, or phone.

Submit UFAD report in Tracs each month.

Prepare correspondence at the direction of the Chief of Police.

PHYSICAL REQUIREMENTS:

Ability to operate a variety of office equipment including computer terminal, telephone, fax machine, paper shredder and copy machine.

Ability to coordinate eyes, hands, feet, and limbs in performing semi-skilled movements such as data entry.

Ability to exert light physical effort in sedentary to light work, typically involving lifting, carrying, pushing, and pulling.

ENVIRONMENTAL ADAPTABILITY:

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive keyboard use, irate individuals, and intimidation may cause discomfort and poses little risk of injury. The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date

DRAFT

DRAFT

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Administrative Assistant
DEPARTMENT: Police Department
IMMEDIATE SUPERVISOR: Police Chief
CLASSIFICATION: Full-time- Hourly, Non-Exempt

GENERAL POSITION DESCRIPTION:

The purpose of this position is to perform secretarial, public contact, clerical, and administrative support tasks, under the direction of the Police Chief. This is classified as a confidential position.

LICENSE/CERTIFICATION REQUIREMENTS:

Ability to complete and maintain Wisconsin Crime Information Bureau certification for access to the state and federal data systems.

SKILLS, KNOWLEDGE, AND ABILITIES:

Ability to analyze and categorize data and information to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, and record and transcribe data and information. Ability to classify, compute and tabulate data.

Ability to advise and provide interpretation to others how to apply policies, procedures, and standards to specific situations.

Ability to utilize a wide variety of descriptive data and information, such as purchase orders, billing invoices, NIBRS reports, police reports, case disposition reports, officer's logs, personnel records, job applications, non-routine correspondence, computer software operating manuals, ordinances, lists, statutes, correspondence, and general operating manuals.

Ability to communicate orally and in writing with police personnel, attorneys' personnel, news media representatives, vendor representatives, village officials, court clerks, business representatives, community organizations, and the public.

Ability to add and subtract, multiply and divide, calculate percentages, fractions, and decimals.

Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

EDUCATION AND PRIOR EXPERIENCE:

High school diploma or equivalent, post high school education, vocational/technical training in office management, three to five years of progressively responsible secretarial/administrative support experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

SPECIFIC POSITION RESPONSIBILITIES:

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

Performs confidential secretarial and administrative tasks. Composes routine correspondence for signature. Types a variety of reports, forms, and memos from written and oral instruction. Maintains and updates records.

Maintains department files including time off sheets, general, and all files pertaining to the department as directed.

Responsible for the recording, maintenance, and distribution of NIBRS.

Enters data into computer records and law enforcement data systems. Retrieves information from computer records and systems.

Types reports, correspondence, forms, etc. from written and oral instructions. Reviews all reports for accuracy, completeness, and grammar.

Prepares daily/monthly activity stats/reports from compiled records.

Assists the public with information.

Answers and routes telephone calls. Takes and relays messages.

Sorts, files, and copies printed material, including preparing paperwork needed for municipal court.

Prepares records requests for the Chief to review and distribute them to the requestors via in person, email, or fax.

Types memos, letters, background investigations and correspondence.

Open, review, and distribute mail as directed by the Chief of Police.

Replenishes supplies for forms. Orders forms.

Orders and replenishes supplies for the department.

Provides accident/incident reports to insurance company representatives and other interested parties subject to approval by the Chief of Police.

PHYSICAL REQUIREMENTS:

Ability to operate a variety of office equipment including computer terminal, telephone, fax machine, paper shredder and copy machine.

Ability to coordinate eyes, hands, feet, and limbs in performing semi-skilled movements such as data entry.

Ability to exert light physical effort in sedentary to light work, typically involving lifting, carrying, pushing, and pulling.

ENVIRONMENTAL ADAPTABILITY:

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive keyboard use, irate individuals, and intimidation may cause discomfort and poses little risk of injury. The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Director of Building Inspection & Zoning
DEPARTMENT: Building Inspection & Zoning
IMMEDIATE SUPERVISOR: Village Administrator
CLASSIFICATION: Full-Time (Exempt) – 40 hours/week, 8:00am to 4:30pm,
Monday-Friday

GENERAL POSITION DESCRIPTION:

The Director of Building Inspection & Zoning is a skilled, professional, management-level position responsible for planning, organizing, and directing departmental staff (Assistant Inspector and the Permit Technician), programs, policies, and administration of the Building Inspection and Zoning Departments as well as establishes and implements strategies and programs for meeting department objectives. The Director is further charged with enforcing all codes, laws, rules, and regulations related to State of Wisconsin building, plumbing, electrical, HVAC codes, and municipal building and zoning ordinances ensuring proper construction and inspection of all new and existing buildings, structures, and components thereof, to safeguard the general health, safety and welfare of all buildings and their occupants. This position is further responsible for the processing and preparation of all Plan Commission agendas and meeting packet information.

LICENSE/CERTIFICATION REQUIREMENTS:

Wisconsin Department of Safety and Professional Services (DSPS) credentials in the following categories are required: UDC-Construction, UDC-Electrical, UDC-Plumbing, UDC-HVAC, and Commercial Building. Additional certifications, including but not limited to Commercial Electric Inspector and/or Commercial Plumbing Inspector are desired but not required. A valid Wisconsin driver's license is required.

SKILLS, KNOWLEDGE, AND ABILITIES:

Thorough knowledge of building, plumbing, electric, HVAC codes and standards as well as interpretation and application of zoning codes. Knowledge of construction methods and materials used in building construction and related mechanical and structural work. Ability to read and interpret detailed construction plans and specifications. Enforce and interpret regulations firmly and tactfully while establishing and maintaining effective working relationships with contractors, architects, property owners, village employees, government officials, and the public using effective oral and written communication. Analyzes situations objectively and determine the proper course of action. Ability to make effective decisions under stressful conditions. Proficiency using/operating computers and various software programs, GIS, mobile devices, general office equipment, and other tools or equipment relating to inspection procedures.

EDUCATION AND PRIOR EXPERIENCE:

Minimum requirements include a high-school diploma or GED. A Bachelor's degree, associate's degree (A.A.) or technical certification in a related field from a college or trade/technical school is highly desired. At least five (5) years of progressive residential and commercial inspection experience. Equivalent experience, education, or training in related architectural, building, and construction fields may also be considered. A foundational knowledge of local government policies, services, contracts, and basic urban planning/zoning principals is essential.

SPECIFIC POSITION RESPONSIBILITIES

Additional duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

- Performs simple to complex plan reviews related to residential and/or commercial/industrial construction projects
- Enforces the Village of Jackson Property Maintenance Code
- Provides direction of building and zoning code development
- Plan, develop, and direct the implementation of departmental administrative procedures, policies, and regulations
- Reviews building codes and village ordinances for compliance with applicable statutes, standards, and procedures
- Reviews building and zoning variance requests
- Consults with applicants regarding submittal of Plan Commission items and related procedures. processes
- Prepares and submit weekly, monthly, and annual reports as necessary
- Reconciles issues related to permits and permit fees
- Resolves problems and complaints which may arise in the performance of departmental functions

ENVIRONMENTAL ADAPTABILITY:

- Work requires lifting or the exertion of up to 10 pounds of force and occasionally up to 50 pounds. Regularly requires sitting, standing, bending, crouching; using hands and fingers to handle or feel; reaching with hands and arms;
- Work may involve using repetitive motions and occasionally requires walking on uneven terrain, stooping, kneeling, crouching or crawling in confined spaces, climbing and descending steps, ladders; and pushing or pulling;
- Standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels;
- Requires preparing and analyzing written or computer data, operating machines, and observing general surroundings and activities.

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work abnormal hours. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time.

The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Supervisor's Signature

Date

Employee's Signature

Date

DRAFT

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Assistant Building Inspector
DEPARTMENT: Building Inspection & Zoning
IMMEDIATE SUPERVISOR: Director of Inspections and Zoning
CLASSIFICATION: Part-Time (Non-Exempt) – Up to 30 hours/week 8:00am to 4:30pm
M-F (Hours and schedule may vary)

GENERAL POSITION DESCRIPTION:

The Assistant Building Inspector position is a skilled, professional department-level position tasked to assist in the day-to-day operations of the Inspection & Zoning Department. This position assists in the enforcement of state statutes, municipal ordinances, building, plumbing, electrical, and HVAC codes, and other regulations applicable to building and zoning related projects for all new and existing residential, commercial, and industrial buildings and components. The Assistant Inspector further helps to ensure all buildings are properly maintained to safeguard the general health, safety and welfare of all buildings and their occupants through enforcement of the Village Property Maintenance Code.

Additional responsibilities of this position include performing plan reviews, enforcement of zoning codes, erosion control, other municipal codes relating to pools, fences, sheds, signs, and other structures or projects regulated by the Village.

LICENSE/CERTIFICATION REQUIREMENTS:

Wisconsin Department of Safety and Professional Services (DPS) credentials in the following categories are desired: UDC-Construction, UDC-Electrical, UDC-Plumbing, UDC-HVAC. Additional certifications, including but not limited to Commercial Building, Commercial Electric Inspector, Commercial Plumbing Inspector are desired but not required. A valid Wisconsin driver's license is required.

SKILLS, KNOWLEDGE, AND ABILITIES:

Thorough knowledge of building, plumbing, electric, HVAC codes and standards as well as interpretation and application of zoning codes. Knowledge of construction methods and materials used in building construction and related mechanical and structural work. Ability to read and interpret detailed construction plans and specifications. Enforce and interpret regulations firmly and tactfully while establishing and maintaining effective working relationships with contractors, architects, property owners, village employees, government officials, and the public using effective oral and written communication. Analyzes situations objectively and determine the proper course of action. Ability to make effective decisions under stressful conditions. Proficiency using/operating computers and various software programs, GIS, mobile devices, general office equipment, and other tools or equipment relating to inspection procedures.

EDUCATION AND PRIOR EXPERIENCE:

Minimum requirements include a high-school diploma or GED. A Bachelor's degree, associate's degree (A.A.) or technical certification in a related field from a college or trade/technical school is highly desired. At least three (3) years of progressive residential and/or commercial inspection experience. Equivalent experience, education, or training in related architectural, building, and construction fields may also be considered.

SPECIFIC POSITION RESPONSIBILITIES

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

- Assists the Director of Inspections in carrying out the day-to-day operations of the Department.
- Assists contractors, applicants, consultants and other members of the public with technical questions related to permit submittals, code requirements
- Reviews and issues various building, plumbing, electrical, HVAC and other permits
- Performs simple to complex plan reviews related to residential/commercial/industrial construction projects
- Prepares and communicates inspection reports using verbal, hand-written, and typed methods

ENVIRONMENTAL ADAPTABILITY:

- Work requires lifting or the exertion of up to 10 pounds of force and occasionally up to 50 pounds. Regularly requires sitting, standing, bending, crouching; using hands and fingers to handle or feel; reaching with hands and arms;
- Work may involve using repetitive motions and occasionally requires walking on uneven terrain, stooping, kneeling, crouching or crawling in confined spaces, climbing and descending steps, ladders; and pushing or pulling;
- Standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels;
- Requires preparing and analyzing written or computer data, operating machines, and observing general surroundings and activities.

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work abnormal hours. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time.

The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Permit Technician/Office Assistant
DEPARTMENT: Building Inspection & Zoning
IMMEDIATE SUPERVISOR: Director of Inspections and Zoning
CLASSIFICATION: Part-Time (Non-Exempt) – Up to 20 hours/week
8:00am to 4:30pm
M-F (Hours and schedule may vary)

GENERAL POSITION DESCRIPTION:

The Permit Technician/Office Assistant performs a variety of simple and complex duties involving the processing and issuance of permits, handling of customer inquiries, and providing permit related information related to projects of varying size and complexity to property owners and contractors. The Permit Technician/Office Assistant is also responsible for organizing and maintaining related departmental permit records and regularly reviews permit files to assess whether projects are progressing as required and schedules inspections for the inspectors. This role requires frequent and direct communication with residents, contractors, and consultants and assists the Director of Inspections and Assistant Inspector(s) with general office duties, scheduling, and communications. This position may also periodically assist the Village Utility Clerk on an as-needed basis.

LICENSE/CERTIFICATION REQUIREMENTS:

Wisconsin Department of Safety and Professional Services (DPS) credentials in the following categories are desired but not required. A valid Wisconsin driver's license is required.

SKILLS, KNOWLEDGE, AND ABILITIES:

A high degree of technical aptitude and attention to detail is necessary for this position. A general knowledge and understanding of construction industry terminology, practices, and procedures common to construction trades is essential. Self-motivation and able to problem solve and carry out assigned tasks with limited supervision including the ability to multi-task, assemble and organize data/documents while working in a fast-paced environment. Ability to interpret and convey various regulations, policies, and procedures tactfully while establishing and maintaining effective working relationships with contractors, architects, property owners, village employees, government officials, and the public using effective oral and written communication. Proficiency using/operating computers and various software programs, GIS, mobile devices, modern office equipment, and other tools or equipment relating to inspection practices. Experience with cash receipting and basic accounting practices. Maintains a courteous and professional demeanor, especially during difficult situations. Willingness to work with a diverse staff in a casual and professional office environment.

EDUCATION AND PRIOR EXPERIENCE:

A high School diploma or GED is required. The equivalent of (2) two years of advanced education in administrative and computer science is also desired. Any equivalent combination of experience and training which provides the required knowledge skill and ability may be considered. Preference given to a candidate with prior municipal government experience.

SPECIFIC POSITION RESPONSIBILITIES

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

- Assists the Director of Inspections in carrying out the day-to-day operations of the Department.
- Answers questions from walk-ins, telephone calls, emails, and other inquiries
- Aids in providing information, forms, and permits to the public as well as receives, reviews and processes permit applications. Applies appropriate policies and procedures to determine completeness of applications. Assesses fees and charges based on project type and scope; utilizes independent decision-making skills. Routes projects to certain Village departments where necessary
- Issues and approves non-complex permits such as mechanical, electrical, plumbing, roofing, siding, etc.
- Inputs, retrieves, and updates data and information related to all permits, inspections, building, plumbing, electrical, HVAC code and zoning violations, and building and construction activity
- Serves as a liaison between residents, contractors, and appropriate staff to ensure information is transferred accurately and timely
- Receives and processes inspection requests from contractors and citizens
- Receives and processes building and property maintenance code related complaints
- Follows up with permit applicants, property owners, and contractors regarding project status
- Responds to and resolves issues related to permit submittals and issuance, technical questions, etc.
- Performs general administrative duties such as filing, scheduling, composing, and issuing various communication material including letters, email, and other documents
- May provide backup assistance to the Utility Clerk during scheduled breaks, vacation time, sick-time and where additional workload warrants on an as-needed basis
- May perform certain field work as determined by supervisor
- Assists with coordination of plan commission submittals and packet preparation
- Frequent inside and outside contacts with co-workers, immediate supervisor(s), elected officials, and taxpayers. Contacts involve corrections or adjustments where some tact is essential to resolve minor problems

ENVIRONMENTAL ADAPTABILITY:

- Work requires lifting or the exertion of up to 10 pounds of force and occasionally up to 50 pounds. Regularly requires sitting, standing, bending, crouching; using hands and fingers to handle or feel; reaching with hands and arms.
- Work may involve using repetitive motions and occasionally requires walking on uneven terrain, stooping, kneeling, crouching, or crawling in confined spaces, climbing and descending steps, ladders; and pushing or pulling.
- Standard vision requirements: vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.
- Requires preparing and analyzing written or computer data, operating machines, and observing general surroundings and activities.

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work abnormal hours. The noise level in the work

environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time.

The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date

DRAFT

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Fire Chief
DEPARTMENT: Jackson Fire Department
IMMEDIATE SUPERVISOR: Village Administrator
CLASSIFICATION: Fulltime, Salary, Exempt

GENERAL POSITION DESCRIPTION:

The Fire Chief is the Chief Executive Officer of the Fire Department and is responsible for the protection of lives and property in the Village and the Fire/EMS response area through the supervision of all fire departments functions. The Fire Chief provides supervision to the Emergency Government Coordinator. The Fire Chief is an unclassified exempt position who serves in accordance with the provisions of Wisconsin State Statutes and functions in accordance with general policy established by the Village Board and Village Administrator, with considerable latitude in the exercise on independent judgment and discretion in the management and operation of the Fire Department.

DISTINGUISHING FEATURES OF THE CLASS

The Fire Chief is required to work as assigned by the Village, a minimum of a 40-hour work week and which may include covering a 24-hour shifts when needed. This class is exempt.

LICENSE/CERTIFICATION REQUIREMENTS:

- High school diploma or equivalent
- Bachelor's degree in related field
- Ten years full time firefighting experience
- Three years' experience at the rank of Captain or higher
- Valid Wisconsin driver's license
- Firefighter I and Firefighter II certification
- Fire Officer I and II certification.
- Fire Inspector certification.
- Five years of Fire/EMS supervisory experience
- Valid Wisconsin Emergency Medical Technician Paramedic License.
- Valid CPR certification
- NIMS 100, 200, 300, 400, 700
- Certified Driver/Operator-Pumper.
- Experience in fire and EMS work.

Within five (5) years of hire, employee must complete the following training and/or certification base upon class offerings:

- Certificate as an Executive Fire Officer (EFO) or Certified Fire Officer (CFO)(Preferred)

SKILLS, KNOWLEDGE, AND ABILITIES:

- Knowledge of accepted principles and practices of fire/EMS/Hazardous Materials administration.
- Knowledge of personnel and human resources management; knowledge of employee relations.
- Knowledge of computers, software, and other methods of collecting and analyzing information.

- Knowledge of fire service accreditation, strategic planning, and quality improvement.
- Knowledge of day-to-day fire/EMS/Hazardous Materials operations.
- Knowledge of subordinate's staff duties and responsibilities.
- Skills to organize, control and direct the personnel and resources of the department.
- Skills to counsel, guide and lead officers, firefighters and EMT's at various Fire/EMS/Hazardous Materials incidents.
- Skills in writing comprehensive written narrative reports, proposals, letters, research papers, guidelines, policies, memos, and other written documents.
- Skills to serve as the primary spokesperson with the news media.
- Skills to demonstrate excellent problem-solving abilities.
- Skills to develop, administer and evaluate the various jobs/positions for task analysis, classification, and job descriptions.
- Skills to implement and monitor the department's mission and vision resulting from strategic planning.
- Ability to develop and present the department's annual budget to the Budget and Finance Committee, Village Administrator, Village Board and Town Boards.
- Ability to evaluate, plan and schedule remedial and specialized training programs.
- Ability to ensure that service delivery is maintained through establishing rules and regulations, policies and procedures, standards of conduct and other written directives.
- Ability to develop guidelines and procedures, special orders, general orders, memorandums, rules and regulations, and other written directives for efficient operation of the department.
- Ability to implement and monitor the department's goals and objectives resulting from strategic planning.
- Ability to display public speaking skills with a corresponding ability to articulate appropriate viewpoints of the department.
- Ability to represent the department to residents, businesses, social agencies, fire service agencies and other groups.
- Ability to work with technical independence and considerable latitude in the exercise on independent judgment in the management and operation of the department.

Special Requirements:

- Must possess the ability to lead and motivate personnel in a volunteer paid on call environment.
- Work under extremely stressful situations, day, and night, which result from a fire and other emergencies, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property.
- Must attend departmental meetings and training sessions.
- Testify in court.
- Operate photography equipment.
- Safely drive and operate the full range of fire apparatus and equipment used by the Department.
- Must possess, or be able to obtain by time of hire, a valid State of Wisconsin Driver's License.
- No felony convictions or disqualifying criminal histories that would not allow a license or certification to be held in the State of Wisconsin.
- Ability to read and write the English language, proficiently.
- Operate a personal computer and related software and demonstrate proficiency to prepare inspection reports, documents, databases, e-mail, and timesheets.

- Ability to pass a physical examination that meets the medical standards for Fire Fighters, as recommended by the National Fire Protection Association, as listed in the NFPA Standard 1001.

Must reside within 15 miles of the Village of Jackson municipal limits within twelve (12) months of appointment.

SPECIFIC POSITION RESPONSIBILITIES:

- Ultimately responsible for all Fire, EMS, Hazardous Materials Operations.
- Ultimately responsible for Fire Prevention, Fire Inspections, and Training on the department.
- Independent, professional judgment is expected from the person occupying this position.
- Fire/EMS/Emergency Government budget preparation.
- Plans and supervises the fire/EMS/Hazardous Materials responses to emergency scenes.
- Plans and supervises programs for Fire Prevention and Education.
- Performs as the department's Privacy Officer for HIPAA compliance.
- Enforces or causes to be enforced, the laws and ordinances within the assigned area of duty that otherwise may come to his/her attention.
- Keeps such books and records as required by law.
- Responsible for the training of fire/EMS/Hazardous Materials personnel.
- Supervises and assigns duties to fire/EMS/Hazardous Materials personnel.
- Expected to confer with the developers, represent the village on external committees, assists in staff review of development proposals and assist in the identification and prioritization of capital improvement projects.
- Awareness of community relations issues, paying particular attention to public contacts including those with the business community, schools, and other civic and community groups.
- Submits monthly reports on the status of the departments, areas of concern, budget concerns, etc. to the Village Board, Town Boards, Village Administrator and Police and Fire Commission.
- Holds staff meetings and facilitates communications between Law Enforcement and other county fire departments and the Village Board, Village Administrator Police and Fire Commission, Town Boards, and staff.
- Functions well as a team leader and a team player to ensure uniform, coordinated, and efficient delivery of services to citizens.

Secondary Job Duties:

- Organizes, controls, and directs the personnel and resources of the fire department.
- Responsible for ensuring that an EMS crew is scheduled 24/7/365, is given the latitude to hire additional personnel to ensure coverage.
- Conducts the long- and short-range planning functions.
- Represents the Fire Department to Town Boards, Village Officials in committee meetings, Village Board meetings and other Village functions.
- Counsels, guides, and leads officers and firefighters in handling various fire/EMS/Hazardous Materials situations.
- Insures that discipline is maintained through establishing rules and regulations, policies and procedures, standards of conduct and other written directives.
- Develops policies and procedures, special orders, rules and regulations, and other written directives for efficient operation of the department.

- Represents the fire department to residents, businesses, social service agencies, fire service agencies and other groups.
- Facilitates the formulation of goals and objectives for the department.
- Ensures that all department personnel respect and protect the constitutional rights of individuals.
- Conducts or reviews internal investigations and citizen complaints.
- Evaluates any deficiencies, weaknesses or inadequacies in operations and outlines remedial measures, including training to correct those deficiencies.
- Evaluates future trends in delivery of fire/EMS/Hazardous Materials services.
- Develops and administers the department's budget.
- Develops the capability of the department to efficiently gather, collate and analyze data.
- Manages the department's grievance procedure.
- Administers the department's role in recruitment, selection, and promotion processes.
- Evaluates, plans and schedules remedial and specialized training programs, as required.
- Serves as primary spokesperson for the department.
- Reviews all complex and important fire/EMS/Hazardous Materials alarm investigations.
- Evaluates community relations and fire prevention/education programs.
- Designs, implements, and monitors the property management function at the department.
- Monitors the records management of the department.
- Demonstrates excellent problem-solving skills.
- Develops, implements, monitors the collection and analyzing of data with computer systems.
- Assumes and demonstrates knowledge and proficiency in the tasks, duties and responsibilities of all department members as required.

ENVIRONMENTAL ADAPTABILITY:

- Work is performed in office, vehicles, and outdoor settings in all weather conditions, including prolonged periods in extreme weather during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.
- The employee occasionally works near moving mechanical parts and in high precarious places, with explosives, and is occasionally exposed to wet 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 in office setting and loud in emergency situations.

SELECTION GUIDELINES:

- Application submitted to the Human Resource Department through NEO GOV, review of education and experience, appropriate testing and interviews, background check, physical ability, drug screening, and final selection and pre-employment medical examination.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or 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.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date

DRAFT

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Assistant Chief
DEPARTMENT: Jackson Fire Department
IMMEDIATE SUPERVISOR: Fire Chief
CLASSIFICATION: Fulltime, Salary, Exempt

GENERAL POSITION DESCRIPTION:

Performs a variety of technical, administrative, and supervisory work in inspecting buildings, facilities, and property for fire hazards and compliance; conducts departmental and community education; and performs emergency response.

DISTINGUISHING FEATURES OF THE CLASS:

Assistant Chief is required to work as assigned by the Village, a minimum of a 40-hour work week and which may include covering a 24-hour shifts when needed. The Assistant Chief may act in place of the Fire Chief on a relief or training basis. This class is exempt.

LICENSE/CERTIFICATION REQUIREMENTS:

- High school diploma or equivalent
- Associate degree in related field
- Bachelor's degree in related field (Preferred)
- Ten years full time firefighting experience
- Three years' experience at the rank of Captain or higher
- Valid Wisconsin driver's license
- Firefighter I and Firefighter II certification
- Fire Officer I and II certification.
- Fire Inspector certification.
- Five years of Fire/EMS supervisory experience
- Valid Wisconsin Emergency Medical Technician license (Advanced EMT) or Higher
- Valid CPR certification
- NIMS 100, 200, 300, 400, 700
- Certified Driver/Operator-Pumper.
- Experience in fire and EMS work.

Within five (5) years of hire, employee must complete the following training and/or certification base upon class offerings:

- Certificate as an Executive Fire Officer (EFO) or Certified Fire Officer (CFO)(Preferred)

SKILLS, KNOWLEDGE, AND ABILITIES:

- Knowledge of modern fire suppression and prevention and emergency medical services, principles, procedures, techniques, and equipment.
- Thorough knowledge of emergency medicine techniques and their application as demonstrated through AEMT Certification.
- Read, interpret, and explain fire codes, ordinances, regulations, plans, blueprints, diagrams, system maps, technical operational manuals.
- Ability to train, supervise and lead subordinate personnel.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.

- Ability to effectively give and receive verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, supervisors, and the public.
- Knowledge of emergency management and hazard mitigation methods.

Special Requirements:

- Must possess the ability to lead and motivate personnel in a volunteer paid on call environment.
- Work under extremely stressful situations, day, and night, which result from a fire and other emergencies, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property.
- Must attend departmental meetings and training sessions.
- Testify in court.
- Operate photography equipment.
- Safely drive and operate the full range of fire apparatus and equipment used by the Department.
- Must possess, or be able to obtain by time of hire, a valid State of Wisconsin Driver's License without record of suspension or revocation in any state.
- No felony convictions or disqualifying criminal histories that would not allow a license or certification to be held in the State of Wisconsin.
- Ability to read and write the English language, proficiently.
- Operate a personal computer and related software and demonstrate proficiency to prepare inspection reports, documents, databases, e-mail, and timesheets.
- Ability to pass a physical examination that meets the medical standards for Fire Fighters, as recommended by the National Fire Protection Association, as listed in the NFPA Standard 1001.

Must reside within 15 miles of the Village of Jackson municipal limits within twelve (12) months of appointment.

SPECIFIC POSITION RESPONSIBILITIES:

- Effectively manages and supervises career & paid on call personnel.
- Assumes command of emergency operation, unless relieved by the Fire Chief
- Assists in the determining the cause and origin of fires.
- Implements and oversees the proper operation of the incident command system (ICS)
- Review fire reports for compliance.
- Operates all apparatus with efficiency in emergent and non-emergent situations.
- Operates fire pumps, aerial ladders, and all apparatus support equipment with efficiency.
- Makes decisions regarding fire suppression methods to be used.
- Responds to emergency situations to perform fire suppression and rescue duties.
- Uses power and hand tools to ventilate burning buildings and perform forcible entry.
- Assists with salvage, overhaul, cleanup, and evacuation activities as necessary.
- Assists in the laying of hose lines, directing water streams.
- Assists in placing ladders to ventilate buildings, aid suppression and salvage operations.
- Assists with vehicle extrication at automobile accidents.
- Attends training and meetings to remain current on fire suppression, rescue methods and EMT skills.
- Responds to medical emergencies.
- Performs rescue and lifesaving emergency medical care.
- Oversees fire inspections of buildings, enforcing local fire ordinances and state laws.
- Work with other city departments on new developments & approve construction plans.

- Calculates and maintains annual department budget in accordance with budget guidelines.
- Attends Village Board meeting, Budget and Finance meetings, and any other meeting requested or in the absence of the Fire Chief
- Attends Police and Fire Commission meetings as requested or in the absence of the Fire Chief
- Presides over Fire Department meetings in the absence of the Fire Chief
- Assist in forming department policies; maintains adherence to standards and policies.
- Responsible for overall personnel, apparatus, equipment, and station compliance to standards
- Provide communications to the public, subordinates, and other departments.
- Work closely with Dispatch to determine the best way to respond to calls based on EMD priority and other information.
- Respond to emergency calls, assess patient conditions, and make critical care decisions.
- Collect pertinent patient care data to a medical professional based on Department protocols.
- Complete all necessary EMS reporting and other EMS documents as required.
- Review inventory of medical supplies on vehicles and stock and assure proper reordering and restocking to assure proper supply inventories.

Secondary Job Duties:

- Supervisory duties: scheduling, training, assigning, and planning work of others.
- Reviews work of subordinates for completeness and accuracy.
- Receives and responds to public complaints and inquiries.
- Perform annual review of shift commanders.
- Assists with public fire prevention and education programs.
- Assists with public relation events.
- Documentation of fire and medical emergency incidents
- General clerical/administrative work
- Efficient in communication skills with the use of radios
- Uses special knowledge and skills to deal with hazardous or life threatening situations, including those associated with: 1) the storage and transportation of flammable liquids, gases, toxic chemicals, petroleum products and other combustible materials; 2) vehicle roadway collisions, aircraft and railroad accidents, water and ice rescue, construction site accidents, confined space rescue, and other similar medical treatment emergencies; 3) all types of conditions and events that produce fire; and 4) behavioral characteristics associated with different kinds of fires
- Promotes positive department image through positive public personal conduct.
- Other duties as requested.

Fire Inspections:

- Oversee inspection activities with other Village/Town departments and divisions; confers with all sectors; Industrial, Commercial, Private and the general public in the field and office.
- Inspects property, new and existing buildings and special events for fire hazards, adequacy of fire protection systems, adequacy of fire exits and general compliance with fire codes, and regulations.
- Inspects occupancies that store, handle, and use hazardous materials to ensure compliance with local, state, and federal regulations.

- Recommends corrections for defects and inadequacies that require corrections to comply with applicable Village ordinances and codes.
- Assists in the development of, or reviews fire exit plans.
- Conducts fire exit drills to monitor and evaluate evacuation procedures.
- Coordinates special events by meeting with and providing input to event organizers, other departments, divisions, and Village/Town agencies to ensure the safety of the public and compliance with the fire code.
- Provides feedback to the Fire Chief on updates the current Village/Town fire code.
- Maintains review and inspection records and databases, documents inspections, including violations, and all records including inspection reports and correspondence with affected parties on compliance efforts, including implementation of new fire inspection software.
- Provides technical interpretation of the fire code.

Emergency Response:

- Responds to, commands when necessary and mitigates emergency and non-emergency service request including but not limited to structural fires, emergency medical calls, vehicle accidents, hazardous materials spills or releases, forcible entry, alarm investigations, and burning complaints.
- Performs suppression, rescue and salvage operations including but not limited to raise and lower ladders, pulls/positions hose lines, operate gas powered saws or fans, operates heavy rescue equipment, uses various hand tools, and operates heavy fire apparatus including pumps and aerial ladders.
- May respond to emergency calls for specialized service such as hazardous materials, confined spaces rescue, extrication and technical rescues that include high angle, below grade, swift water, trench, and collapse rescues.
- Performs emergency medical technical skills and maintains certifications.

Team Management:

- Assists the Fire Chief in supervising department staff to ensure programs are being carried out effectively.
- Provide mentoring and leadership to Fulltime, part-time and Paid-on-Call members.
- Oversee the training of firefighters and EMS providers; training methods include fire suppression, operations, rescue, hazardous material, fire prevention inspections, investigation, building plan review, public education, uses of equipment and emergency medical procedures and practices.
- Assists in the annual planning, organizing and presentation of staff training during the day and evenings when required.
- Presents oral and written reports as required.

Public Fire Education and Public Information:

- Oversee Fire Prevention officer in maintaining an effective public fire education and information programs on a departmental basis.
- Oversee Prevention officer in public relations and public education programs to promote fire safety in the Village and Town.
- Oversee Fire Prevention officer in developing, implementing, and maintaining an effective public relation and information program on a departmental basis; Develops press releases, columns, and other materials for the media for publication as needed.

Miscellaneous:

- Oversee pre-shift equipment inspection to ensure equipment and personal protective equipment is functional and ready for emergency use.
- Oversee the routine maintenance of fire apparatus and equipment, inspecting apparatus and equipment to determine need for maintenance and repair work.
- Oversee and/or participates in the cleaning and maintenance of quarters, equipment, and apparatus.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.
- Performs related work as assigned.

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 function.

Position requires the individual to work under various physically demanding conditions and requires the individual to maintain adequate physical conditioning per standards under NFPA 1582-(Comprehensive Occupational Medical Program for Fire Department-2018 edition): It will also follow **5.1 Essential Job Tasks and Descriptions.**

The fire department shall evaluate, on an annual basis, the following 14 essential job tasks against the types and levels of emergency services provided to the local community by the fire department, the types of structures and occupancies in the community, and the configuration of the fire department to determine which tasks apply to their department members and candidates:

- While wearing personal protective ensembles and self-contained breathing apparatus (SCBA), performing fire-fighting tasks (e.g., hose line operations, extensive crawling, lifting, and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions, including working in extremely hot or cold environments for prolonged time periods
- Wearing an SCBA, which includes a demand valve-type positive-pressure facepiece or HEPA filter mask, which requires the ability to tolerate increased respiratory workloads.
- Exposure to toxic fumes, irritants, particulates, biological (infectious) and nonbiological hazards, and heated gases, despite the use of personal protective ensembles and SCBA
- Depending on the local jurisdiction, climbing six or more flights of stairs while wearing a fire protective ensemble, including SCBA, weighing at least 50 lb. (22.6 kg) or more and carrying equipment/tools weighing an additional 20 to 40 lb. (9 to 18 kg)
- Wearing a fire protective ensemble, including SCBA, that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C)
- While wearing personal protective ensembles and SCBA, searching, finding, and rescue-dragging or carrying victims ranging from newborns to adults weighing over 200 lb. (90 kg) to safety despite hazardous conditions and low visibility
- While wearing personal protective ensembles and SCBA, advancing water-filled hose lines up to 2 1/2 in. (65 mm) in diameter from fire apparatus to occupancy [approximately 150 ft (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles.

- While wearing personal protective ensembles and SCBA, climbing ladders, operating from heights, walking, or crawling in the dark along narrow and uneven surfaces that might be wet or icy, and operating in proximity to electrical power lines or other hazards.
- Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration
- Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens
- Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions.
- Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers)
- Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.
- Working in shifts, including during nighttime, that can extend beyond 12 hours.
- Sitting, standing, crouching, kneeling, or crawling in any of the environmental conditions for any length of time.
- Performing duties from various levels of height including from ladders, buildings, or other structures.
- Performing duties at various levels of grade including below ground or uneven terrain.
- Performing duties in limited to zero visibility under extreme temperature changes.
- Performing duties under severe noise levels from equipment, apparatus, or structural fire conditions.
- Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone, department radio equipment, and in person, including during emergency and non-emergency situations which may involve a high degree of noise.
- Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, comprehend, prepare, and evaluate written documents and text material, and effectively operate at a fire or related emergency scene.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting and a personal computer.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property.

ENVIRONMENTAL ADAPTABILITY:

- Work is performed in office, vehicles, and outdoor settings in all weather conditions, including prolonged periods in extreme weather during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

- The employee occasionally works near moving mechanical parts and in high precarious places, with explosives, and is occasionally exposed to wet 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 in office setting and loud in emergency situations.

SELECTION GUIDELINES:

- Application submitted to the Human Resource Department through NEO GOV, review of education and experience, appropriate testing and interviews, background check, physical ability, drug screening, and final selection and pre-employment medical examination.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or 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.

Job Description Updated on _____

Supervisor's Signature Date

Employee's Signature Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Lieutenant/Paramedic
DEPARTMENT: Jackson Fire Department
IMMEDIATE SUPERVISOR: Assistant Chief
CLASSIFICATION: Fulltime, Hourly Non-Exempt, Union: N/A

GENERAL POSITION DESCRIPTION:

Performs a variety of technical, administrative, and supervisory work in inspecting buildings, facilities, and property for fire hazards and compliance; conducts departmental and community education; and performs emergency response.

DISTINGUISHING FEATURES OF THE CLASS:

Lieutenant/Paramedic are required to work as assigned by the Village and will work a 48/96-hour shift (56-hour work weeks) and may be assigned to workday assignment (For example, a 40-hour work week). A Lieutenant/Paramedic will normally be the truck officer on all fire calls and may act as an MPO, Shift commander on a relief or training basis. They will also be the lead paramedic on shift. This class is FLSA nonexcepted.

LICENSE/CERTIFICATION REQUIREMENTS:

- Associate degree or higher in Fire Protection or related field from an accredited college or university is *preferred*.
- High school diploma or equivalent
- Five years full time firefighting experience
- Valid Wisconsin driver's license
- Firefighter I and Firefighter II certification
- Fire Officer I, and Fire Officer II certification or obtain within a reasonable time determined by the Fire Chief
- Wisconsin Certified Inspector I
- Certified Driver/Operator-Pumper.
- Fire instructor 1 and obtain Fire Instructor 2 with a reasonable time determined by the Fire Chief
- Valid Wisconsin Emergency Medical Technician Paramedic
- Valid CPR Certification
- NIMS 100, 200, 300, 400, and 700
- Experience in fire and EMS work.

SKILLS, KNOWLEDGE, AND ABILITIES:

- Knowledge of modern fire suppression, prevention, and emergency medical services, principles, procedures, techniques, and equipment.
- Thorough knowledge of emergency medicine techniques and their application as demonstrated through EMT-P Certification.
- Read, interpret, and explain fire codes, ordinances, regulations, plans, blueprints, diagrams, system maps, technical operational manuals.
- Ability to train, supervise and lead subordinate personnel.

- Ability to perform work requiring good physical condition.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to effectively give and receive verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, supervisors, and the public.
- Knowledge of emergency management and hazard mitigation methods.

Special Requirements:

- Must possess the ability to lead and motivate personnel in a volunteer paid on call environment.
- Work under extremely stressful situations, day, and night, which result from a fire and other emergencies, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property.
- Must attend departmental meetings and training sessions.
- Testify in court.
- Operate photography equipment.
- Safely drive and operate the full range of fire apparatus and equipment used by the Department.
- Must possess, or be able to obtain by time of hire, a valid State of Wisconsin Driver's License without record of suspension or revocation in any state.
- No felony convictions or disqualifying criminal histories that would not allow a license or certification to be held in the State of Wisconsin.
- Ability to read and write the English language, proficiently.
- Operate a personal computer and related software and demonstrate proficiency to prepare inspection reports, documents, databases, e-mail, and timesheets.
- Ability to pass a physical examination that meets the medical standards for Fire Fighters, as recommended by the National Fire Protection Association, as listed in the NFPA Standard 1001.
- Must reside within fifteen miles of the Village of Jackson municipal limits within twelve (12) months of appointment.

SPECIFIC POSITION RESPONSIBILITIES:

Provides Emergency Medical Services:

- The Lieutenant/Paramedic will have the same essential duties and job responsibilities as a Firefighter/paramedic and includes the following duties and job responsibilities.
- Effectively manages and supervises career, Part-time & paid on call personnel.
- Assumes supervision of the shift in the absence of the assistant Chief.
- Assumes command at emergency calls in absence of a chief officer or captain.
- Assists in the determining the cause of fires.
- Implements and oversees the proper operation of the incident command structure.
- Assures that all documentation for an incident is accomplished.
- Inspects personnel, apparatus, all equipment, and station for compliance to standards.
- Operates all apparatus with efficiency in emergent and non-emergent situations.
- Operates fire pumps, aerial ladders, and all apparatus support equipment with efficiency.
- Makes decisions regarding fire suppression methods to be used.
- Responds to emergency situations to perform fire suppression and rescue duties.
- Uses power and hand tools to ventilate burning buildings and perform forcible entry.

- Assists with salvage, overhaul, cleanup, and evacuation activities as necessary.
- Assists in the laying of hose lines, directing water streams.
- Assists in placing ladders to ventilate buildings, aid suppression and salvage operations.
- Assists with vehicle extrication at automobile accidents.
- Attends training and meetings to remain current on fire suppression, rescue methods and EMS skills to licensed level.
- Maintains all apparatus including preventative maintenance and light repairs.
- Maintains all apparatus equipment including SCBA.
- Maintains facility and facility equipment including generators and compressors.
- Maintains all medical equipment.
- Inspects and maintains all personal protective equipment.
- Responds to medical emergencies.
- Performs rescue and lifesaving emergency medical care.
- Assist fire inspections of buildings, enforcing local fire ordinances and state laws.
- Assist in preparing pre-fire plans for buildings.
- Document an annual evaluation of subordinates.
- Work closely with Dispatch to determine the best way to respond to calls based on EMD priority and other information.
- Respond to emergency calls, assess patient conditions, and make critical care decisions.
- Maintain Wisconsin EMT-Paramedic Level License.
- Treat patients at EMS calls up to the paramedic level.
- Collect pertinent patient care data to a medical professional based on Department protocols.
- Complete all necessary EMS reporting and other EMS documents as required.
- Review inventory of medical supplies on vehicles and stock and assure proper reordering and restocking to assure proper supply inventories.

Secondary job Duties:

- Supervisory duties: scheduling, training, assigning, and planning work of others.
- Responsible for ordering EMS supplies and cleaning supplies.
- Responsible for daily and yearly maintenance on all vehicles and small engines.
- Reviews work of subordinates for completeness and accuracy.
- Receives and responds to public complaints and inquiries.
- Supervises and participates in maintenance of apparatus and equipment.
- Assists with public fire prevention and education programs.
- Assist with public relation events.
- Assists with fire hose testing.
- Responsible for documentation of fire and medical emergency incidents
- General clerical/administrative work
- Efficient in communication skills with the use of radios
- Uses special knowledge and skills to deal with hazardous or life threatening situations, including those associated with: 1) the storage and transportation of flammable liquids, gases, toxic chemicals, petroleum products and other combustible materials; 2) vehicle roadway collisions, aircraft and railroad accidents, water and ice rescue, construction site accidents, confined space rescue, and other similar medical treatment emergencies; 3) all types of conditions and events that produce fire; and 4) behavioral characteristics associated with different kinds of fires
- Promotes positive department image through positive public personal conduct.
- Other duties as requested.

Fire Inspections:

- Assists in providing Prevention and Public Education Programs and activities.
- Provides inspection activities with other Village/Town departments and divisions; confers with all sectors; Industrial, Commercial, Private and the general public in the field and office.
- Inspects property, new and existing buildings and special events for fire hazards, adequacy of fire protection systems, adequacy of fire exits and general compliance with fire codes, and regulations.
- Inspects occupancies that store, handle, and use hazardous materials to ensure compliance with local, state, and federal regulations.
- Recommends corrections for defects and inadequacies that require corrections to comply with applicable Village ordinances and codes.
- Assists in the development of, or reviews fire exit plans.
- Conducts fire exit drills to monitor and evaluate evacuation procedures.
- Coordinates special events by meeting with and providing input to event organizers, other departments, divisions, and Village/Town agencies to ensure the safety of the public and compliance with the fire code.
- Provides feedback to the Fire Chief and Assistant Chief on updates the current Village/Town fire code.
- Maintains review and inspection records and databases, documents inspections, including violations, and all records including inspection reports and correspondence with affected parties on compliance efforts, including implementation of new fire inspection software.
- Provides technical interpretation of the fire code.

Emergency Response:

- Responds to, commands when necessary and mitigates emergency and non-emergency service request including but not limited to structural fires, emergency medical calls, vehicle accidents, hazardous materials spills or releases, forcible entry, alarm investigations, and burning complaints.
- Performs and supervises suppression, rescue and salvage operations including but not limited to raise and lower ladders, pulls/positions hose lines, operate gas powered saws or fans, operates heavy rescue equipment, uses various hand tools, and operates heavy fire apparatus including pumps and aerial ladders.
- May respond to emergency calls for specialized service such as hazardous materials, confined spaces rescue, extrication and technical rescues that include high angle, below grade, swift water, trench, and collapse rescues.
- Performs emergency medical technical skills and maintains certifications.

Team Management:

- Assists the Fire Chief and Assistant Chief in supervising department staff to ensure programs are being carried out effectively.
- Provide mentoring and leadership to part-time and POC members.
- Assists the Training officer in the training of firefighters and EMS providers; training methods include fire suppression, operations, rescue, hazardous material, fire prevention inspections, investigation, building plan review, public education, uses of equipment and emergency medical procedures and practices.
- Assists in the annual planning, organizing and presentation of staff training during the day and evenings when required.
- Presents oral and written reports as required.

Public Fire Education and Public Information:

- Assist Fire Prevention officer and Training officer in maintaining an effective public fire education and information programs on a departmental basis.
- Assist Prevention officer and Training officer in public relations and public education programs to promote fire safety in the Village and Town.
- Assist Fire Prevention officer and Training officer in developing, implementing, and maintaining an effective public relation and information program on a departmental basis; Develops press releases, columns, and other materials for the media for publication as needed.

Miscellaneous:

- Perform pre-shift equipment inspection to ensure equipment and personal protective equipment is functional and ready for emergency use.
- Performs the routine maintenance of fire apparatus and equipment, inspecting apparatus and equipment to determine need for maintenance and repair work.
- Perform and/or participates in the cleaning and maintenance of quarters, equipment, and apparatus.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.
- Performs related work as assigned.

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 function.

Position requires the individual to work under various physically demanding conditions and requires the individual to maintain adequate physical conditioning per standards under NFPA 1582-(Comprehensive Occupational Medical Program for Fire Department-2018 edition): It will also follow **5.1 Essential Job Tasks and Descriptions.**

The fire department shall evaluate, on an annual basis, the following 14 essential job tasks against the types and levels of emergency services provided to the local community by the fire department, the types of structures and occupancies in the community, and the configuration of the fire department to determine which tasks apply to their department members and candidates:

- While wearing personal protective ensembles and self-contained breathing apparatus (SCBA), performing fire-fighting tasks (e.g., hose line operations, extensive crawling, lifting, and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions, including working in extremely hot or cold environments for prolonged time periods
- Wearing an SCBA, which includes a demand valve-type positive-pressure facepiece or HEPA filter mask, which requires the ability to tolerate increased respiratory workloads.
- Exposure to toxic fumes, irritants, particulates, biological (infectious) and nonbiological hazards, and heated gases, despite the use of personal protective ensembles and SCBA

- Depending on the local jurisdiction, climbing six or more flights of stairs while wearing a fire protective ensemble, including SCBA, weighing at least 50 lb. (22.6 kg) or more and carrying equipment/tools weighing an additional 20 to 40 lb. (9 to 18 kg)
- Wearing a fire protective ensemble, including SCBA, that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C)
- While wearing personal protective ensembles and SCBA, searching, finding, and rescue-dragging or carrying victims ranging from newborns to adults weighing over 200 lb. (90 kg) to safety despite hazardous conditions and low visibility
- While wearing personal protective ensembles and SCBA, advancing water-filled hose lines up to 2 1/2 in. (65 mm) in diameter from fire apparatus to occupancy [approximately 150 ft (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles.
- While wearing personal protective ensembles and SCBA, climbing ladders, operating from heights, walking, or crawling in the dark along narrow and uneven surfaces that might be wet or icy, and operating in proximity to electrical power lines or other hazards.
- Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration
- Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens
- Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, which is further aggravated by fatigue, flashing lights, sirens, and other distractions.
- Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers)
- Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.
- Working in shifts, including during nighttime, which can extend beyond 12 hours.
- Sitting, standing, crouching, kneeling, or crawling in any of the environmental conditions for any length of time.
- Performing duties from various levels of height including from ladders, buildings, or other structures.
- Performing duties at various levels of grade including below ground or uneven terrain.
- Performing duties in limited to zero visibility under extreme temperature changes.
- Performing duties under severe noise levels from equipment, apparatus, or structural fire conditions.
- Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone, department radio equipment, and in person, including during emergency and non-emergency situations which may involve a high degree of noise.
- Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, comprehend, prepare, and evaluate written documents and text material, and effectively operate at a fire or related emergency scene.

- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting and a personal computer.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property.

ENVIRONMENTAL ADAPTABILITY:

- Work is performed in office, vehicles, and outdoor settings in all weather conditions, including prolonged periods in extreme weather during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.
- The employee occasionally works near moving mechanical parts and in high precarious places, with explosives, and is occasionally exposed to wet 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 in office setting and loud in emergency situations.

SELECTION GUIDELINES:

- Application submitted to the Human Resource Department through NEO GOV, review of education and experience, appropriate testing and interviews, background check, physical ability, drug screening, and final selection and pre-employment medical examination.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or 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.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Firefighter/Paramedic
DEPARTMENT: Jackson Fire Department
IMMEDIATE SUPERVISOR: Lieutenant
CLASSIFICATION: Fulltime, Hourly Non-Exempt, Union: N/A

GENERAL POSITION DESCRIPTION:

Performs a variety of technical, administrative, and supervisory work in inspecting buildings, facilities, and property for fire hazards and compliance; conducts departmental and community education; and performs emergency response.

DISTINGUISHING FEATURES OF THE CLASS:

FF/Paramedic are required to work as assigned by the Village, and which will include 24-hour shifts (48/96 shift) consisting of 56-hour work weeks and may be assigned to workday assignment (For example, a 40-hour work week). An FF/Paramedic may act as a MPO, Truck Officer, Shift commander on a relief or training basis. This class is FLSA nonexcepted.

LICENSE/CERTIFICATION REQUIREMENTS:

- Associate Degree or higher in Fire Protection or related field from an accredited college or university is *preferred*.
- Wisconsin Certified Fire Fighter I.
- Licensed State of Wisconsin/National Registry Emergency Medical Technician-Advanced.
- Experience in fire and EMS work preferred.

Within one (1) years of hire, employee must complete the following training and/or certification base upon class offerings:

- Paramedic
- Certified Driver/Operator-Pumper.
- Wisconsin Certified Inspector I

SKILLS, KNOWLEDGE, AND ABILITIES:

- Knowledge of modern fire suppression and prevention and emergency medical services, principles, procedures, techniques, and equipment.
- Thorough knowledge of emergency medicine techniques and their application as demonstrated through EMT-P Certification.
- Read, interpret, and explain fire codes, ordinances, regulations, plans, blueprints, diagrams, system maps, technical operational manuals.
- Ability to assist in training.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to effectively give and receive verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, supervisors, and the public.
- Knowledge of emergency management and hazard mitigation methods.

Special Requirements:

- Must possess the ability to lead and motivate personnel in a volunteer paid on call environment.
- Work under extremely stressful situations, day, and night, which result from a fire and other emergencies, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property.
- Must attend departmental meetings and training sessions.
- Testify in court.
- Operate photography equipment.
- Safely drive and operate the full range of fire apparatus and equipment used by the Department.
- Must possess, or be able to obtain by time of hire, a valid State of Wisconsin Driver's License without record of suspension or revocation in any state.
- No felony convictions or disqualifying criminal histories that would not allow a license or certification to be held in the State of Wisconsin.
- Ability to read and write the English language, proficiently.
- Operate a personal computer and related software and demonstrate proficiency to prepare inspection reports, documents, databases, e-mail, and timesheets.
- Ability to pass a physical examination that meets the medical standards for Fire Fighters, as recommended by the National Fire Protection Association, as listed in the NFPA Standard 1001.
- Must reside within 15 miles of the Village of Jackson municipal limits within twelve (12) months of appointment.

SPECIFIC POSITION RESPONSIBILITIES:

Provides Emergency Medical Services:

- Work closely with Dispatch to determine the best way to respond to calls based on EMD priority and other information.
- Respond to emergency calls, assess patient conditions, and make critical care decisions.
- Maintain Wisconsin EMT-Paramedic Level License.
- Treat patients at EMS calls up to the paramedic level.
- Collect pertinent patient care data to a medical professional based on Department protocols.
- Complete all necessary EMS reporting and other EMS documents as required.
- Review inventory of medical supplies on vehicles and stock and assure proper reordering and restocking to assure proper supply inventories.

Fire Inspections:

- Assists in providing Prevention and Public Education Programs and activities.
- Provides inspection activities with other Village/Town departments and divisions; confers with all sectors; Industrial, Commercial, Private and the general public in the field and office.
- Inspects property, new and existing buildings and special events for fire hazards, adequacy of fire protection systems, adequacy of fire exits and general compliance with fire codes, and regulations.

- Inspects occupancies that store, handle, and use hazardous materials to ensure compliance with local, state, and federal regulations.
- Recommends corrections for defects and inadequacies that require corrections to comply with applicable Village ordinances and codes.
- Assists in the development of, or reviews fire exit plans.
- Conducts fire exit drills to monitor and evaluate evacuation procedures.
- Coordinates special events by meeting with and providing input to event organizers, other departments, divisions, and Village/Town agencies to ensure the safety of the public and compliance with the fire code.
- Provides feedback to the Fire Chief, Assistant Chief, and Lieutenant on updates the current Village/Town fire code.
- Maintains review and inspection records and databases, documents inspections, including violations, and all records including inspection reports and correspondence with affected parties on compliance efforts, including implementation of new fire inspection software.
- Provides technical interpretation of the fire code.

Emergency Response:

- Responds to, commands when necessary and mitigates emergency and non-emergency service request including but not limited to structural fires, emergency medical calls, vehicle accidents, hazardous materials spills or releases, forcible entry, alarm investigations, and burning complaints.
- Performs suppression, rescue and salvage operations including but not limited to raise and lower ladders, pulls/positions hose lines, operate gas powered saws or fans, operates heavy rescue equipment, uses various hand tools, and operates heavy fire apparatus including pumps and aerial ladders.
- May respond to emergency calls for specialized service such as hazardous materials, confined spaces rescue, extrication and technical rescues that include high angle, below grade, swift water, trench, and collapse rescues.
- Performs emergency medical technical skills and maintains certifications.

Team Management:

- Provide mentoring and leadership to part-time and Paid on Call members.
- Assists the Training committee in the training of firefighters and EMS providers; training methods include fire suppression, operations, rescue, hazardous material, fire prevention inspections, investigation, building plan review, public education, uses of equipment and emergency medical procedures and practices.
- Assists in the annual planning, organizing and presentation of staff training during the day and evenings when required.
- Presents oral and written reports as required.

Public Fire Education and Public Information:

- Assist Fire Prevention officer in maintaining an effective public fire education and information programs on a departmental basis.
- Assist Prevention officer in public relations and public education programs to promote fire safety in the Village and Town.
- Assist Fire Prevention officer in developing, implementing, and maintaining an effective public relation and information program on a departmental basis; Develops press releases, columns, and other materials for the media for publication as needed.

Miscellaneous:

- Perform pre-shift equipment inspection to ensure equipment and personal protective equipment is functional and ready for emergency use.
- Performs the routine maintenance of fire apparatus and equipment, inspecting apparatus and equipment to determine need for maintenance and repair work.
- Perform and/or participates in the cleaning and maintenance of quarters, equipment, and apparatus.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.
- Performs related work as assigned.

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 function.

Position requires the individual to work under various physically demanding conditions and requires the individual to maintain adequate physical conditioning per standards under NFPA 1582-(Comprehensive Occupational Medical Program for Fire Department-2018 edition): It will also follow **5.1 Essential Job Tasks and Descriptions.**

The fire department shall evaluate, on an annual basis, the following 14 essential job tasks against the types and levels of emergency services provided to the local community by the fire department, the types of structures and occupancies in the community, and the configuration of the fire department to determine which tasks apply to their department members and candidates:

- While wearing personal protective ensembles and self-contained breathing apparatus (SCBA), performing fire-fighting tasks (e.g., hoseline operations, extensive crawling, lifting, and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions, including working in extremely hot or cold environments for prolonged time periods
- Wearing an SCBA, which includes a demand valve-type positive-pressure facepiece or HEPA filter mask, which requires the ability to tolerate increased respiratory workloads.
- Exposure to toxic fumes, irritants, particulates, biological (infectious) and nonbiological hazards, and heated gases, despite the use of personal protective ensembles and SCBA
- Depending on the local jurisdiction, climbing six or more flights of stairs while wearing a fire protective ensemble, including SCBA, weighing at least 50 lb. (22.6 kg) or more and carrying equipment/tools weighing an additional 20 to 40 lb. (9 to 18 kg)
- Wearing a fire protective ensemble, including SCBA, that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C)
- While wearing personal protective ensembles and SCBA, searching, finding, and rescue-dragging or carrying victims ranging from newborns to adults weighing over 200 lb. (90 kg) to safety despite hazardous conditions and low visibility
- While wearing personal protective ensembles and SCBA, advancing water-filled hoselines up to 2 1/2 in. (65 mm) in diameter from fire apparatus to occupancy

[approximately 150 ft (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles.

- While wearing personal protective ensembles and SCBA, climbing ladders, operating from heights, walking, or crawling in the dark along narrow and uneven surfaces that might be wet or icy, and operating in proximity to electrical power lines or other hazards.
- Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
- Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens
- Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions.
- Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hoselines and/or fixed protection systems (sprinklers)
- Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.
- Working in shifts, including during nighttime, that can extend beyond 12 hours.
- Sitting, standing, crouching, kneeling, or crawling in any of the environmental conditions for any length of time.
- Performing duties from various levels of height including from ladders, buildings, or other structures.
- Performing duties at various levels of grade including below ground or uneven terrain.
- Performing duties in limited to zero visibility under extreme temperature changes.
- Performing duties under severe noise levels from equipment, apparatus, or structural fire conditions.
- Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone, department radio equipment, and in person, including during emergency and non-emergency situations which may involve a high degree of noise.
- Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, comprehend, prepare, and evaluate written documents and text material, and effectively operate at a fire or related emergency scene.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting and a personal computer.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property.

ENVIRONMENTAL ADAPTABILITY:

- Work is performed in office, vehicles, and outdoor settings in all weather conditions, including prolonged periods in extreme weather during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical

assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

- The employee occasionally works near moving mechanical parts and in high precarious places, with explosives, and is occasionally exposed to wet 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 in office setting and loud in emergency situations.

SELECTION GUIDELINES:

- Application submitted to the Human Resource Department through NEO GOV, review of education and experience, appropriate testing and interviews, background check, physical ability, drug screening, and final selection and pre-employment medical examination.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or 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.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Firefighter/Paramedic
DEPARTMENT: Jackson Fire Department
IMMEDIATE SUPERVISOR: Assistant Chief
CLASSIFICATION: Part-time, Hourly Non-Exempt, Union: N/A

GENERAL POSITION DESCRIPTION:

Performs a variety of technical, administrative, and supervisory work in inspecting buildings, facilities, and property for fire hazards and compliance; conducts departmental and community education; and performs emergency response.

LICENSE/CERTIFICATION REQUIREMENTS:

- Wisconsin Certified Fire Fighter I.
- Licensed State of Wisconsin Paramedic
- Preferred Certified Driver/Operator-Pumper.
- Experience in fire and EMS work.

Within one (1) years of hire, employee must complete the following training and/or certification base upon class offerings:

- Certified Driver/Operator-Pumper.

Within one (2) years of hire, employee must complete the following training and/or certification base upon class offerings.

- Wisconsin Certified Firefighter 2.

SKILLS, KNOWLEDGE, AND ABILITIES:

Provides Emergency Medical Services:

- Work closely with Dispatch to determine the best way to respond to calls based on EMD priority and other information.
- Respond to emergency calls, assess patient conditions, and make critical care decisions.
- Maintain Wisconsin Paramedic Level License.
- Treat patients at EMS calls up to the Paramedic level.
- Collect pertinent patient care data to a medical professional based on Department protocols.
- Complete all necessary EMS reporting and other EMS documents as required.
- Review inventory of medical supplies on vehicles and stock and assure proper reordering and restocking to assure proper supply inventories.

Fire Inspections:

- Assists in providing Prevention and Public Education Programs and activities.
- Provides inspection activities with other Village/Town departments and divisions; confers with all sectors; Industrial, Commercial, Private and the general public in the field and office.
- Inspects property, new and existing buildings and special events for fire hazards, adequacy of fire protection systems, adequacy of fire exits and general compliance with fire codes, and regulations.
- Inspects occupancies that store, handle, and use hazardous materials to ensure compliance with local, state, and federal regulations.

- Recommends corrections for defects and inadequacies that require corrections to comply with applicable Village ordinances and codes.
- Assists in the development of, or reviews fire exit plans.
- Conducts fire exit drills to monitor and evaluate evacuation procedures.
- Coordinates special events by meeting with and providing input to event organizers, other departments, divisions, and Village/Town agencies to ensure the safety of the public and compliance with the fire code.
- Provides feedback to the Fire Chief and Inspection Captain on updates the current Village/Town fire code.
- Maintains review and inspection records and databases, documents inspections, including violations, and all records including inspection reports and correspondence with affected parties on compliance efforts, including implementation of new fire inspection software.
- Provides technical interpretation of the fire code.

Emergency Response:

- Responds to, commands when necessary and mitigates emergency and non-emergency service request including but not limited to structural fires, emergency medical calls, vehicle accidents, hazardous materials spills or releases, forcible entry, alarm investigations, and burning complaints.
- Performs suppression, rescue and salvage operations including but not limited to raise and lower ladders, pulls/positions hose lines, operate gas powered saws or fans, operates heavy rescue equipment, uses various hand tools and operates heavy fire apparatus including pumps and aerial ladders.
- May respond to emergency calls for specialized service such as hazardous materials, confined spaces rescue, extrication and technical rescues that include high angle, below grade, swift water, trench, and collapse rescues.
- Performs emergency medical technical skills and maintains certifications.

Team Management:

- Assists the Training Captain in the training of firefighters and EMS providers; training methods include fire suppression, operations, rescue, hazardous material, fire prevention inspections, investigation, building plan review, public education, uses of equipment and emergency medical procedures and practices.
- Assists in the annual planning, organizing and presentation of staff training during the day and evenings when required.
- Presents oral and written reports as required.

Public Fire Education and Public Information:

- Assist Fire Prevention Officer in maintaining an effective public fire education and information programs on a departmental basis.
- Assist Fire Prevention Officer in public relations and public education programs to promote fire safety in the Village and Town.
- Assist Fire Prevention Officer in developing, implementing, and maintaining an effective public relation and information program on a departmental basis; Develops press releases, columns, and other materials for the media for publication as needed.

Miscellaneous:

- Perform pre-shift equipment inspection to ensure equipment and personal protective equipment is functional and ready for emergency use.
- Performs the routine maintenance of fire apparatus and equipment, inspecting apparatus and equipment to determine need for maintenance and repair work.
- Perform and/or participates in the cleaning and maintenance of quarters, equipment, and apparatus.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.
- Performs related work as assigned.

SPECIFIC POSITION RESPONSIBILITIES:

- Knowledge of modern fire suppression and prevention and emergency medical services, principles, procedures, techniques, and equipment.
- Thorough knowledge of emergency medicine techniques and their application as demonstrated through EMT-P Certification.
- Read, interpret, and explain fire codes, ordinances, regulations, plans, blueprints, diagrams, system maps, technical operational manuals.
- Ability to train, supervise and lead subordinate personnel.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to effectively give and receive verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, supervisors, and the public.
- Knowledge of emergency management and hazard mitigation methods.

Special Requirements:

- Must possess the ability to lead and motivate personnel in a volunteer paid on call environment.
- Work under extremely stressful situations, day and night, which result from a fire and other emergencies, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property.
- Must attend departmental meetings and training sessions.
- Testify in court.
- Operate photography equipment.
- Safely drive and operate the full range of fire apparatus and equipment used by the Department.
- Must possess, or be able to obtain by time of hire, a valid State of Wisconsin Driver's License without record of suspension or revocation in any state.
- No felony convictions or disqualifying criminal histories that would not allow a license or certification to be held in the State of Wisconsin.
- Ability to read and write the English language, proficiently.
- Operate a personal computer and related software and demonstrate proficiency to prepare inspection reports, documents, databases, e-mail and timesheets.
- Ability to pass a physical examination that meets the medical standards for Fire Fighters, as recommended by the National Fire Protection Association, as listed in the NFPA Standard 1001.

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 function.

Position requires the individual to work under various physically demanding conditions and requires the individual to maintain adequate physical conditioning per standards under NFPA 1582-(Comprehensive Occupational Medical Program for Fire Department-2018 edition): It will also follow **5.1 Essential Job Tasks and Descriptions.**

The fire department shall evaluate, on an annual basis, the following 14 essential job tasks against the types and levels of emergency services provided to the local community by the fire department, the types of structures and occupancies in the community, and the configuration of the fire department to determine which tasks apply to their department members and candidates:

- While wearing personal protective ensembles and self-contained breathing apparatus (SCBA), performing fire-fighting tasks (e.g., hose line operations, extensive crawling, lifting, and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions, including working in extremely hot or cold environments for prolonged time periods
- Wearing an SCBA, which includes a demand valve-type positive-pressure facepiece or HEPA filter mask, which requires the ability to tolerate increased respiratory workloads.
- Exposure to toxic fumes, irritants, particulates, biological (infectious) and nonbiological hazards, and heated gases, despite the use of personal protective ensembles and SCBA
- Depending on the local jurisdiction, climbing six or more flights of stairs while wearing a fire protective ensemble, including SCBA, weighing at least 50 lb. (22.6 kg) or more and carrying equipment/tools weighing an additional 20 to 40 lb. (9 to 18 kg)
- Wearing a fire protective ensemble, including SCBA, that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C)
- While wearing personal protective ensembles and SCBA, searching, finding, and rescue-dragging or carrying victims ranging from newborns to adults weighing over 200 lb. (90 kg) to safety despite hazardous conditions and low visibility
- While wearing personal protective ensembles and SCBA, advancing water-filled hose lines up to 2 ½ in. (65 mm) in diameter from fire apparatus to occupancy [approximately 150 ft (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles.
- While wearing personal protective ensembles and SCBA, climbing ladders, operating from heights, walking, or crawling in the dark along narrow and uneven surfaces that might be wet or icy, and operating in proximity to electrical power lines or other hazards.
- Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration
- Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens
- Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions.

- Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers)
- Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.
- Working in shifts, including during nighttime, that can extend beyond 12 hours.
- Sitting, standing, crouching, kneeling, or crawling in any of the environmental conditions for any length of time.
- Performing duties from various levels of height including from ladders, buildings, or other structures.
- Performing duties at various levels of grade including below ground or uneven terrain.
- Performing duties in limited to zero visibility under extreme temperature changes.
- Performing duties under severe noise levels from equipment, apparatus, or structural fire conditions.
- Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone, department radio equipment, and in person, including during emergency and non-emergency situations which may involve a high degree of noise.
- Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, comprehend, prepare, and evaluate written documents and text material, and effectively operate at a fire or related emergency scene.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting and a personal computer.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property.

ENVIRONMENTAL ADAPTABILITY:

- Work is performed in office, vehicles, and outdoor settings in all weather conditions, including prolonged periods in extreme weather during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.
- The employee occasionally works near moving mechanical parts and in high precarious places, with explosives, and is occasionally exposed to wet 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 in office setting and loud in emergency situations.

SELECTION GUIDELINES:

- Application submitted to the Human Resource Department through NEO GOV, review of education and experience, appropriate testing and interviews, background check, physical ability, drug screening, and final selection and pre-employment medical examination.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or 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.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Battalion Chief
DEPARTMENT: Jackson Fire Department
IMMEDIATE SUPERVISOR: Assistant Chief
CLASSIFICATION: Paid on Call, Hourly Non-Exempt, Union: N/A

GENERAL POSITION DESCRIPTION:

The position of Battalion Chief within the Jackson Fire Department can be both a Line Officer and Incident Command position which requires personnel to function both individually/independently and or as a team member. The Battalion Chief is responsible for leading and directing the safe execution and completion of assigned tasks associated with the response and control of emergency situations. As directed by the Chain of Command, this position is also responsible for leading and directing non-emergency related assignments and tasks and acts as a critical link in the Chain of Command. This position is also responsible for acting as IC when no higher-ranking officer is present. This position is both physically and mentally demanding because work is often performed under emergency conditions. The position also requires participation in training activities, service on various committees, and Department representation at public relations events.

LICENSE/CERTIFICATION REQUIREMENTS:

- Maintain an EMT Basic certification.
- Firefighter 2.
- Fire Officer 1.

Within one (1) year of appointment will be responsible for acquiring and maintaining the following knowledge, skills, and certifications. (Dependent on course availability)

- Chiefing 101 (Presented by the Wisconsin State Fire Chiefs Association)
- ICS 100, 200, 300, 400 and 700.
- Fire Officer 2

SKILLS, KNOWLEDGE, AND ABILITIES:

- Advanced knowledge of tactics, techniques and equipment commonly used to contain and extinguish fires.
- Advanced knowledge of the implementation of the Incident Command System and the deployment fire department resources to manage and control an emergency scene.
- Advanced knowledge of the behavioral characteristics of fire as it relates to flammable liquids, chemicals, gases, combustible materials, hazardous materials, and electricity.
- Advanced knowledge relating to the operation of fire department apparatus (including but not limited to) engines, ladder trucks, grass trucks, equipment trucks, tenders, and ambulances.
- Advanced knowledge as to how to handle and operate all fire and rescue related equipment that the Jackson Fire Department has available.
- Basic knowledge and understanding of HIPAA Laws and procedures.

SPECIFIC POSITION RESPONSIBILITIES:

The Battalion Chief will be called upon to perform the following required tasks and assignments and must maintain the knowledge and skills needed to ensure they are performed successfully.

- Act as Incident Command for emergency situations ensuring the proper deployment and

availability of resources to manage and control the emergency and ensure the safety of department personnel.

- Fulfill scheduled on call time and respond to fire alarms and other emergency calls. Lead and direct assigned firefighters to safely perform the following firefighting tactical procedures: rescue, ventilation, fire confinement, exposure protection, fire extinguishment, salvage, and overhaul.
- Successfully lead and assign tasks and duties to maintain apparatus, equipment, and the station.
- Lead department training activities and attend conferences, seminars and participate in continuing education and training programs to improve his/her firefighting and leadership skills and techniques.
- Represent the department during public relations events. Maintain a professional physical and behavioral appearance such that the department will maintain a professional public image.
- Lead and perform special duties and assignments and direct and chair various committees as may be assigned by the Chain of Command.
- Oversees one the departments Fire, EMS and Support Divisions as described within the Wisconsin Administrative Code SPS 330 if applicable.
- Work with newly appointed officers with their development.
- Oversees personnel in an assigned Battalion working with them on non-emergent questions or issues the personnel may have about the department. They also oversee the Battalion meetings when they are held.

ENVIRONMENTAL ADAPTABILITY:

The performance of some tasks performed expose an individual to machinery and its moving parts, to toxic gases, chemicals, blood/airborne pathogens and other hazardous materials to smoke and heat. It requires the use of personal protective equipment, facemasks, and breathing apparatus. Work is often performed outdoors in extreme cold, heat or inclement weather and under conditions that may contribute to emotional as well as physical stress. The Battalion Chief is responsible for maintaining their physical and mental condition so as to perform assigned duties and tasks successfully in these working conditions.

EQUIPMENT OR MACHINERY USED IN PERFORMING TASKS:

Successful utilization of specialized firefighting and lifesaving equipment and tools is required as part of the role of Battalion Chief. This equipment includes engines, trucks, tenders, ambulances, generators, smoke ejectors, breathing apparatus, radios both mobile and portable, cellular phones, saws, axes, hoselines, nozzles, extraction equipment, cold water rescue as well as other equipment that the Jackson Fire Department has available. The Battalion Chief is responsible for maintaining a level of knowledge and skill needed to successfully deploy, use, and maintain this equipment.

TRAINING REQUIREMENTS/ATTENDANCE:

Unless a department sponsored class is being held during training nights the following apply:

- All officers are required to attend nine (9) in house training sessions per six-month period (Jan-June) (July-Dec).
- All officers are required to participate in officer meetings.
- Respond to an acceptable number of emergency calls.

JOB SPECIFICATIONS:

Qualified candidates will need to possess the following behavioral and technical skills, abilities, and competencies to be considered for this position.

Behavioral

- Significant working experience that demonstrates an ability to give verbal and written directions and orders and evaluate their execution.
- Experience that demonstrates a willingness to commit to the time, participation, and risk requirements of the position.
- Demonstrated leadership and decision making and problem-solving skills are required.
- Experience working successfully as part of a team.
- Experience working successfully in high stress rapidly changing environments that demonstrates solid tolerance of ambiguity and coping skills.
- High degree of integrity and demonstrated ethical behavior.

Technical and Physical

- Minimum of 10 years' experience in the fire service.
- Hold a current Lieutenant or Captains position.
- Minimum training of State Certified Firefighter II.
- Incident Command System (100,200, and 700)
- Demonstrated strong oral and written communications skills needed to communicate with department personnel and the general public and people of diverse backgrounds.
- Demonstrated strong reading skills needed to correctly interpret and implement written guidelines and procedures.
- Demonstrated strong math skills needed to successfully complete training and certification courses.
- Demonstrated physical ability needed to perform fireground and training tasks and duties.
- Solid driving abilities with a valid driver's license.
- Experience operating power and manual tools.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Captain
DEPARTMENT: Jackson Fire Department
IMMEDIATE SUPERVISOR: Battalion Chief
CLASSIFICATION: Paid on Call, Hourly Non-Exempt, Union: N/A

GENERAL POSITION DESCRIPTION:

The position of Captain within the Jackson Fire Department is both a Line Officer and Command position which requires personnel to function both individually/independently and or as a team member. Captains are responsible for leading and directing the safe execution and completion of assigned tasks associated with the response and control of emergency situations. As directed by the Chain of Command, this position is also responsible for leading and directing non-emergency related assignments and tasks and acts as a critical link in the Chain of Command. This position is also responsible for acting as IC when no higher-ranking officer is present. This position is both physically and mentally demanding because work is often performed under emergency conditions. The position also requires participation in training activities, service on various committees, and Department representation at public relations events.

LICENSE/CERTIFICATION REQUIREMENTS:

- Maintain a EMT Basic certification.
- Fire Officer 1
- Firefighter 2

Within one (1) year of appointment will be responsible for acquiring and maintaining the following knowledge, skills, and certifications. (Dependent on course availability)

- Fire Officer 2
- Incident Command System

SKILLS, KNOWLEDGE, AND ABILITIES:

- Advanced knowledge of tactics, techniques and equipment commonly used to contain and extinguish fires.
- Basic knowledge of the implementation of the Incident Command System and the deployment fire department resources to manage and control an emergency scene.
- Advanced knowledge of the behavioral characteristics of fire as it relates to flammable liquids, chemicals, gases, combustible materials, hazardous materials, and electricity.
- Advanced knowledge relating to the operation of fire department apparatus (including but not limited to) engines, ladder trucks, grass trucks, equipment trucks, tenders, and ambulances.
- Advanced knowledge as to how to handle and operate all fire and rescue related equipment that the Jackson Fire Department has available.
- Basic knowledge and understanding of HIPAA Laws and procedures.

SPECIFIC POSITION RESPONSIBILITIES:

The captain will be called upon to perform the following required tasks and assignments and must maintain the knowledge and skills needed to ensure they are performed successfully.

- Act as Incident Command for emergency situations ensuring the proper deployment and availability of resources to manage and control the emergency and ensure the safety of department personnel.
- Fulfill scheduled on call time and respond to fire alarms and other emergency calls. Lead and direct assigned firefighters to safely perform the following firefighting tactical procedures: rescue, ventilation, fire confinement, exposure protection, fire extinguishment, salvage, and overhaul.
- Successfully lead and assign tasks and duties to maintain apparatus, equipment, and the station.
- Lead department training activities and attend conferences, seminars and participate in continuing education and training programs to improve his/her firefighting and leadership skills and techniques.
- Manage and direct assigned Platoon and Lieutenant.
- Represent the department during public relations events. Maintain a professional physical and behavioral appearance such that the department will maintain a professional public image.
- Lead and perform special duties and assignments and direct and chair various committees as may be assigned by the Chain of Command.
- When called upon to do so and when having met the required proficiency, act in the position of Motor Pump Operator and successfully assume the responsibility and authority of that position.

ENVIRONMENTAL ADAPTABILITY:

The performance of some tasks performed expose an individual to machinery and its moving parts, to toxic gases, chemicals, blood/airborne pathogens and other hazardous materials to smoke and heat. It requires the use of personal protective equipment, facemasks, and breathing apparatus. Work is often performed outdoors in extreme cold, heat or inclement weather and under conditions that may contribute to emotional as well as physical stress. Captains are responsible for maintaining their physical and mental condition so as to perform assigned duties and tasks successfully in these working conditions.

EQUIPMENT OR MACHINERY USED IN PERFORMING TASKS:

Successful utilization of specialized firefighting and lifesaving equipment and tools is required as part of the role of Captain. This equipment includes engines, trucks, tenders, ambulances, generators, smoke ejectors, breathing apparatus, radios both mobile and portable, cellular phones, saws, axes, hoselines, nozzles, extraction equipment, cold water rescue and as well as other equipment that the Jackson Fire Department has available. Captains are responsible for maintaining a level of knowledge and skill needed to successfully deploy, use, and maintain this equipment.

TRAINING REQUIREMENTS/ATTENDANCE:

Unless a department sponsored class is being held during training nights the following apply:

- All officers are required to attend nine (9) in house training sessions per six-month period (Jan-June) (July-Dec).
- All officers are required to participate in officer meetings.
- Respond to an acceptable number of emergency calls.

JOB SPECIFICATIONS:

Qualified candidates will need to possess the following behavioral and technical skills, abilities, and competencies to be considered for this position.

Behavioral

- Significant working experience that demonstrates an ability to give verbal and written directions and orders and evaluate their execution.
- Experience that demonstrates a willingness to commit to the time, participation, and risk requirements of the position.
- Demonstrated leadership and decision making and problem-solving skills are required.
- Experience working successfully as part of a team.
- Experience working successfully in high stress rapidly changing environments that demonstrates solid tolerance of ambiguity and coping skills.
- High degree of integrity and demonstrated ethical behavior.

Technical and Physical

- Minimum of 7 years' experience in the fire service.
- Current fire officer or acting on the department.
- Minimum training of State Certified Firefighter 2 and Fire officer 1.
- Demonstrated strong oral and written communications skills needed to communicate with department personnel and the general public and people of diverse backgrounds.
- Demonstrated strong reading skills needed to correctly interpret and implement written guidelines and procedures.
- Demonstrated strong math skills needed to successfully complete training and certification courses.
- Demonstrated physical ability needed to perform fireground and training tasks and duties.
- Solid driving abilities with a valid driver's license.
- Experience operating power and manual tools.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: EMT/Advanced EMT
DEPARTMENT: Jackson Fire Department
IMMEDIATE SUPERVISOR: Lieutenant Paramedic
CLASSIFICATION: Paid on Call, Hourly Non-Exempt, Union: N/A

GENERAL POSITION DESCRIPTION:

The position of Emergency Medical Technician (EMT) and Advanced Emergency Medical Technician (A-EMT) within the Jackson Fire Department is a responsible position which requires personnel to function both independently and as a team member when assigned tasks associated with treating and providing care and transport to sick and injured patients to the level of training in which they have achieved. This position is both physically and mentally demanding because work is often performed under emergency conditions. The position also requires participation in training activities, service on various committees, and department representation at public relations events.

LICENSE/CERTIFICATION REQUIREMENTS:

- Maintain a position on the EMS Schedule
- Within one (1) year of joining the department the EMT or A-EMT will be responsible for acquiring and maintaining the following knowledge, skills, and certifications.*
- State EMT-B License
 - State A-EMT License

SKILLS, KNOWLEDGE, AND ABILITIES:

- Basic knowledge of techniques and equipment commonly used in medical emergencies.
- Basic knowledge to recognize signs and symptoms of ill or injured patients.
- Basic knowledge to provide accurate assessment/description to medical control of patient's condition.
- Basic knowledge of local medical control protocols.
- Basic knowledge to utilize necessary precautions to prevent the spread of blood borne or airborne pathogens.
- Basic skills in the safe operation of the ambulances.
- Basic knowledge and understanding of HIPAA Laws and procedures.
- Basic skills in using mobile or portable radios along with cellular phones.

SPECIFIC POSITION RESPONSIBILITIES:

The EMT's will be called upon to perform the following required tasks and assignments and must maintain the knowledge and skills needed to ensure they are performed successfully.

- Respond to EMS calls, fire alarms and other emergency calls; providing assistance as needed at a level equal to current level of certification and training. Work as a member of a team to complete the assigned tasks.
- Required to fulfill on call time and respond to all fire and other emergency calls while on call.
- Perform assigned tasks and duties to maintain apparatus, equipment, and the station.
- Participate in department training activities and attend conferences, seminars and participate in continuing education and training programs to improve EMS skills and techniques.

- Represent the department during public relations events. Maintain a professional physical and behavioral appearance such that the department will maintain a professional public image.
- Perform special duties and assignments and participate in various committees as may be assigned by MPO's, Lieutenants, Captains, Battalion Chiefs, Assistant Chief and Chief.

ENVIRONMENTAL ADAPTABILITY:

The performance of some tasks performed expose an individual to machinery and its moving parts, to toxic gases, chemicals, blood/airborne pathogens and other hazardous materials to smoke and heat. It may require the use of personal protective equipment, facemasks and breathing apparatus. Work is often performed outdoors in extreme cold, heat or inclement weather and under conditions that may contribute to emotional as well as physical stress. EMT's and A-EMT's are responsible for maintaining their physical and mental condition so as to perform assigned duties and tasks successfully in these working conditions.

EQUIPMENT OR MACHINERY USED IN PERFORMING TASKS:

Successful utilization of specialized EMS and lifesaving equipment and tools is required as part of the role of EMT or A-EMT. This equipment includes ambulances, generators, breathing apparatus, radios both mobile and portable, cellular phones, jaws extraction equipment, cold water rescue, confined space equipment, defibrillators, immobilization devices, and patient transporting equipment as well as other equipment that the Jackson Fire Department has available. EMT's and A-EMT's are responsible for maintaining a level of knowledge and skill needed to successfully deploy, use, and maintain this equipment.

TRAINING REQUIREMENTS/ATTENDANCE:

Unless a department sponsored class is being held during training nights the following apply:

- All EMT's and A-EMT's are required to attend two (2) in house fire training sessions per six-month period (Jan-June)(July-Dec).
- All EMT's and A-EMT's are required to attend four (4) in house EMS training sessions per six-month period (Jan-June)(July-Dec).
- Respond to an acceptable number of emergency calls.

JOB SPECIFICATIONS:

Qualified candidates will need to possess the following behavioral and technical skills, abilities, and competencies to be considered for this position.

Behavioral

- Significant working experience that demonstrates an ability to follow verbal and written directions and orders given by superiors and peers.
- Experience that demonstrates a willingness to commit to the time, participation, and risk requirements of the position.
- Solid leadership and decision making and problem-solving skills are required.
- Experience working successfully as part of a team.
- Experience working successfully in high stress rapidly changing environments that demonstrates solid tolerance of ambiguity and coping skills.
- High degree of integrity and demonstrated ethical behavior.

Technical and Physical

- High school diploma or equivalent.
- Demonstrated basic oral and written communications skills needed to communicate with department personnel and the general public and people of diverse backgrounds.
- Demonstrated basic reading skills needed to correctly interpret written guidelines and procedures.
- Demonstrated basic math skills needed to successfully complete training and certification courses.
- Demonstrated physical ability needed to perform all EMS tasks and duties.
- Solid driving abilities with a valid driver's license.
- Experience operating power and manual tools.
- Knowledge and experience with EMS and EMS equipment is a plus.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Firefighter
DEPARTMENT: Jackson Fire Department
IMMEDIATE SUPERVISOR: Lieutenant
CLASSIFICATION: Paid on Call, Hourly Non-Exempt, Union: N/A

GENERAL POSITION DESCRIPTION:

The position of firefighter within the Jackson Fire Department is a responsible position which requires personnel to function both individually/independently and or as a team member when assigned tasks associated with fire suppression operations, fire prevention, hazardous environment mitigation, confined space entry, all under adverse conditions. This position is both physically and mentally demanding because work is often performed under emergency conditions. The position also requires participation in training activities, service on various committees, and Department representation at public relations events.

LICENSE/CERTIFICATION REQUIREMENTS:

Within one (1) year of joining the department the firefighter will be responsible for acquiring and maintaining the following knowledge, skills, and certifications.

- State Firefighter 1.

SKILLS, KNOWLEDGE, AND ABILITIES:

- Basic knowledge of tactics, techniques and equipment commonly used to contain and extinguish fires.
- Basic knowledge of the behavioral characteristics of fire as it relates to flammable liquids, chemicals, gases, combustible materials, hazardous materials, and electricity.
- Basic knowledge relating to the operation of fire department apparatus (including but not limited to) engines, ladder trucks, grass trucks, equipment trucks, tenders, and ambulances.
- Basic knowledge as how to handle and operate all fire and rescue related equipment that the Jackson Fire Department has available.
- Basic knowledge and understanding of HIPAA Laws and procedures.
- that the Jackson Fire Department has available.

SPECIFIC POSITION RESPONSIBILITIES:

The firefighter will be called upon to perform the following required tasks and assignments and must maintain the knowledge and skills needed to ensure they are performed successfully.

- Respond to fire alarms and other emergency calls. May be called upon to perform the following firefighting tactical procedures: rescue, ventilation, fire confinement, exposure protection, fire extinguishment, salvage, and overhaul. Work as a member of a team to complete the assigned tasks.
- May be required to fulfill on call time and respond to all fire and other emergency calls while on call.
- Perform assigned tasks and duties to maintain apparatus, equipment, and the station.
- Participate in department training activities and attend conferences, seminars and participate in

- continuing education and training programs to improve his/her firefighting skills and techniques.
- Represent the department during public relations events. Maintain a professional physical and behavioral appearance such that the department will maintain a professional public image.
- Perform special duties and assignments and participate in various committees as may be assigned by MPO's, Lieutenants, Captains, Battalion Chiefs, Assistant Chief and Chief.
- When called upon to do so and when having met the required proficiency, act in the position of Motor Pump Operator and successfully assume the responsibility and authority of that position.

ENVIRONMENTAL ADAPTABILITY:

The performance of some tasks performed expose an individual to machinery and its moving parts, to toxic gases, chemicals, blood/airborne pathogens and other hazardous materials to smoke and heat. It requires the use of personal protective equipment, facemasks, and breathing apparatus. Work is often performed outdoors in extreme cold, heat or inclement weather and under conditions that may contribute to emotional as well as physical stress. MPO's are responsible for maintaining their physical and mental condition so as to perform assigned duties and tasks successfully in these working conditions.

EQUIPMENT OR MACHINERY USED IN PERFORMING TASKS:

Successful utilization of specialized firefighting and lifesaving equipment and tools is required as part of the role of firefighter. This equipment includes engines, trucks, tankers, ambulances, generators, smoke ejectors, breathing apparatus, radios both mobile and portable, cellular phones, saws, axes, hoselines, nozzles, jaws extraction equipment, cold water rescue and confined space equipment as well as other equipment that the Jackson Fire Department has available. Firefighters are responsible for maintaining a level of knowledge and skill needed to successfully deploy, use, and maintain this equipment.

TRAINING REQUIREMENTS/ATTENDANCE:

Unless a department sponsored class is being held during training nights the following apply:

- All firefighters are required to attend six (6) in house training sessions per six-month period (Jan-June)(July-Dec).
- Respond to an acceptable number of emergency calls.

JOB SPECIFICATIONS:

Qualified candidates will need to possess the following behavioral and technical skills, abilities, and competencies to be considered for this position.

Behavioral

- Significant working experience that demonstrates an ability to follow verbal and written directions and orders given by superiors and peers.
- Experience that demonstrates a willingness to commit to the time, participation, and risk requirements of the position.
- Solid leadership and decision making and problem-solving skills are required.
- Experience working successfully as part of a team.
- Experience working successfully in high stress rapidly changing environments that demonstrates solid tolerance of ambiguity and coping skills.
- High degree of integrity and demonstrated ethical behavior.

Technical and Physical

- High school diploma or equivalent.
- Demonstrated basic oral and written communications skills needed to communicate with department personnel and the general public and people of diverse backgrounds.
- Demonstrated basic reading skills needed to correctly interpret written guidelines and procedures.
- Demonstrated basic math skills needed to successfully complete training and certification courses.
- Demonstrated physical ability needed to perform fireground and training tasks and duties.
- Solid driving abilities with a valid driver's license.
- Experience operating power and manual tools.
- Knowledge and experience with firefighting and firefighting equipment is a plus.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Motor Pump Operator
DEPARTMENT: Jackson Fire Department
IMMEDIATE SUPERVISOR: Lieutenant
CLASSIFICATION: Paid on Call, Hourly Non-Exempt, Union: N/A

GENERAL POSITION DESCRIPTION:

The position of MPO within the Jackson Fire Department is a position which requires personnel to function both individually/independently and or as a team member. MPO's are responsible for the safe operation of department apparatus and equipment and directing the safe and successful execution and completion of assigned tasks associated with driving, using, and maintaining department apparatus and equipment. As directed by the Chain of Command, this position is also responsible for leading and directing non-emergency related assignments and tasks. This position is both physically and mentally demanding because work is often performed under emergency conditions. The position also requires participation in training activities, service on various committees, and Department representation at public relations events.

LICENSE/CERTIFICATION REQUIREMENTS:

- Maintain a position of EMT-basic or higher on the EMS Schedule
- State certified Firefighter 1
- Certified Motor Pump Operator

Within one (1) year of appointment will be responsible for acquiring and maintaining the following knowledge, skills, and certifications. (Depending on course availability)

- Advanced Emergency Technician
- Certified D/O Aerial

SKILLS, KNOWLEDGE, AND ABILITIES:

- Basic knowledge of tactics, techniques and equipment commonly used to contain and extinguish fires.
- Basic knowledge of the behavioral characteristics of fire as it relates to flammable liquids, chemicals, gases, combustible materials, hazardous materials, and electricity.
- Advanced knowledge of tactics, techniques and equipment commonly used to operate and maintain fire department apparatus (including but not limited to) engines, ladder trucks, grass trucks, equipment trucks, tenders, and ambulances.
- Advanced knowledge as to how to locate, handle and operate all fire and rescue related equipment that the Jackson Fire Department has available.
- Basic knowledge and understanding of HIPAA Laws and procedures.

SPECIFIC POSITION RESPONSIBILITIES:

The MPO will be called upon to perform the following required tasks and assignments and must maintain the knowledge and skills needed to ensure they are performed successfully.

- Fulfill scheduled on call time and respond to fire alarms and other emergency calls while on call.
- Operate all fire department apparatus and equipment (including but not limited to) drafting, pumping from booster tank, pumping into fire hose, driving and aerial apparatus operation.

- Lead department training activities and attend conferences, seminars and participate in continuing education and training programs to improve his/her MPO related skills and techniques.
- Successfully lead and assign tasks and duties to maintain apparatus, equipment, and station.
- After each use, assign and perform necessary tasks to ensure all apparatus and equipment is made ready for next assignment.
- Represent the department during public relations events. Maintain a professional physical and behavioral appearance such that the department will maintain a professional public image.
- Lead and perform special duties and assignments and direct and chair various committees as may be assigned by the Chain of Command.

ENVIRONMENTAL ADAPTABILITY:

The performance of some tasks performed expose an individual to machinery and its moving parts, to toxic gases, chemicals, blood/airborne pathogens and other hazardous materials to smoke and heat. It requires the use of personal protective equipment, facemasks, and breathing apparatus. Work is often performed outdoors in extreme cold, heat or inclement weather and under conditions that may contribute to emotional as well as physical stress. MPO's are responsible for maintaining their physical and mental condition so as to perform assigned duties and tasks successfully in these working conditions.

EQUIPMENT OR MACHINERY USED IN PERFORMING TASKS:

Successful utilization of specialized firefighting and lifesaving equipment and tools is required as part of the role of MPO. This equipment includes engines, trucks, tenders, ambulances, generators, smoke ejectors, breathing apparatus, radios both mobile and portable, cellular phones, saws, axes, hoselines, nozzles, extraction equipment, cold water rescue as well as other equipment that the Jackson Fire Department has available. MPO's are responsible for maintaining a level of knowledge and skill needed to successfully deploy, use, and maintain this equipment.

TRAINING REQUIREMENTS/ATTENDANCE:

Unless a department sponsored class is being held during training nights the following apply:

- All MPO's are required to attend nine (9) in house training sessions per six-month period (Jan-June) (July-Dec).
- Respond to an acceptable number of emergency calls.

JOB SPECIFICATIONS:

Qualified candidates will need to possess the following behavioral and technical skills, abilities, and competencies.

Behavioral

- Significant working experience that demonstrates an ability to follow verbal and written directions and orders.
- Experience that demonstrates a willingness to commit to the time, participation, and risk requirements of the position.
- Demonstrated leadership and decision making and problem-solving skills are required.
- Experience working successfully as part of a team.
- Experience working successfully in high stress rapidly changing environments that demonstrates solid tolerance of ambiguity and coping skills.
- High degree of integrity and demonstrated ethical behavior.

Technical and Physical

- Minimum of 3 year of experience on the department.
- Minimum training of State Firefighter I, State certified Motor Pump Operator, and EMT Basic.
- Has met all standards as specified in SPS 330 as it pertains to equipment operator.
- High school diploma or equivalent.
- Demonstrated driving ability that includes experience with Class 7 type heavy-duty vehicles.
- Demonstrated basic oral and written communications skills needed to communicate with department personnel and the general public and people of diverse backgrounds.
- Demonstrated basic reading skills needed to correctly interpret written guidelines and procedures.
- Demonstrated basic math skills needed to successfully complete training and certification courses.
- Demonstrated physical ability needed to perform tasks and duties associated with the position.
- Solid driving abilities with a valid driver's license.
- Experience operating power and manual tools.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: 4K Teacher
DEPARTMENT: Jackson Parks & Recreation
IMMEDIATE SUPERVISOR: Jackson Parks & Recreation Director
CLASSIFICATION: Permanent Part – Time (Exempt), approx. 30 hours/week
(Hours are typically late August to early June, Monday-Thursday, 7 hours per day)
EXERCISES DIRECT SUPERVISION: 4K Teacher Aid and classroom volunteers

GENERAL STATEMENT OF DUTIES:

The DPI 4K Teacher provides a safe and nurturing environment for children that encourage their social, emotional, physical and cognitive development. The Teacher plans and implements developmentally appropriate curriculum based on standards set forth by the West Bend School District. They also maintain positive relationships with parents, children, coworkers and community partners as well as provide supervision and performance feedback for reporting staff.

SKILLS, KNOWLEDGE, AND ABILITIES:

Provides guidance and direction to staff and volunteers. Develops, communicates, and executes work expectations while using the expertise of team members effectively. Demonstrate effective listening, oral and written communication skills. Addresses conflict or differences of opinion in a positive and respectful manner. Encourages creativity and innovation in the workplace. Delegates tasks to staff in a respectful manner. Communicates through appropriate verbal and nonverbal language in a manner that promotes professional growth. Shares appropriate information with team members and administration. Listens reflectively and accepts suggestions willingly. Shows joint responsibility at the Jackson Community Center and jumps in and helps when needed. Supports and encourages the efforts and achievement of others. Exhibits the ability to adapt to change.

EDUCATION AND PRIOR TRAINING:

Must hold a valid Department of Public Instruction (DPI) teaching license (EC-MC). Responsible for maintaining proper certification. Preferred experience is running a 4K classroom.

SPECIFIC POSITION RESPONSIBILITIES:

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

- Ensures a safe and supervised classroom.
- Ensure the daily care of every child by following all licensing guidelines and implementing all WBSD standards.
- Follows attendance/tracking procedures. Maintains accurate attendance/tracking records at all times.
- Ensures that the Early Childhood Areas of the building, playground and classroom are maintained in a safe, clean, and orderly condition that is in good repair.
- Follows child abuse and neglect policies and procedures; ensures classroom staff knows procedures.
- Sanitary conditions are always maintained; site cleaning & sanitizing responsibilities are required as applicable.
- Implements WBSD approved curriculum.
- Participates in the Individual Education Plan (IEP) process for referred children.
- Completes weekly lesson plans, posts on parent information board.

- Demonstrates respect for diversity by providing anti-bias, non-sexist language, images, materials, equipment, and experiences that reflect both center and global communities.
- Plans a daily schedule that provides a balance of activities: quiet/active, indoor/outdoor, fine/gross motor etc.
- Cultivates a sense of community in classroom by taking a leadership role; communicates respect, share knowledge of curriculum and practice and child development and learning.
- Communicates directly with each child at the child's level.
- Speaks with children in a friendly, positive, and courteous manner.
- Encourages and models social behavior and expectations that are developmentally appropriate.
- Follows procedure for behavioral planning as outlined in the policies as set forth by the WBSD.
- Respects parents as child's primary teacher; responds to parent situations, comments and concerns with sensitivity, interest, and respect.
- Shares resources with parents through discussions, articles, parent boards, newsletters, and community contacts.
- Plans and engages in parent involvement opportunities.
- Responds to parent situations, comments and concerns with sensitivity, interest, and respect.
- Maintains confidentiality.
- Cooperates in completing and implementing the ongoing action plan to meet the classroom framework, startup checklist, job description, performance appraisals or other reviews.
- Obtains required continuing education hours and maintains necessary documentation and certifications.
- Supports agency mission, philosophies, values, goals, and policies when working with parents, coworkers, and community.
- Attends staff meetings, required trainings, and other agency events.
- Attends all contracting school district trainings and meetings to maintain certification.
- Communicates directly, works to resolve conflicts quickly, and avoids gossip.
- Collaborates and works cooperatively with the WBSD special education providers.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work abnormal hours. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time. The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer. The noise level in the work environment changes due to the programs and activities scheduled, it can be very loud and chaotic at times and at other times very quiet.

Job Description Updated on: 4/22/2024

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: 4K Teacher Aid
DEPARTMENT: Jackson Parks & Recreation
IMMEDIATE SUPERVISOR: 4K Teacher and Jackson Parks & Recreation Director
CLASSIFICATION: Part – Time (Non-Exempt), approx. 30 hours/week
(Hours are typically late August to early June, Monday-Thursday,
7 hours per day)

GENERAL STATEMENT OF DUTIES:

The 4K Teacher Aid assists in providing a safe and nurturing environment for children that encourage their social, emotional, physical, and cognitive development. The Aid works with the Teacher to plan and implement developmentally appropriate curriculum based on standards set forth by the West Bend School District. They also maintain positive relationships with parents, children, coworkers, and community partners. Assists with executing the prepared lesson plans, sets up activities and stations, cleans up after activities and ensures the classroom is in order and ready for the next day.

SKILLS, KNOWLEDGE, AND ABILITIES:

Communicates through appropriate verbal and nonverbal language in a manner that promotes professional growth. Shares appropriate information with team members and administration. Listens reflectively and accepts suggestions willingly. Shows joint responsibility at the Jackson Community Center and jumps in and helps when needed. Supports and encourages the efforts and achievement of others. Exhibits the ability to adapt to change. Assists in cleaning the 4K space as needed. The ability to work closely with the 4K Teacher and assist/lead the class when required.

EDUCATION AND PRIOR TRAINING:

Must have a high school diploma. Preferred to have an Associate Degree in Early Childhood Education or course work in early childhood education.

SPECIFIC POSITION RESPONSIBILITIES:

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

- Assists the 4K Teacher in maintaining a safe and supervised classroom.
- Reports any disrepair or facility issues to the 4K Teacher.
- Follows child abuse and neglect policies and procedures.
- Ensures sanitary conditions when cleaning and sanitizing as applicable.
- Follows the Implemented WBSD approved curriculum that the 4K Teacher prepares.
- Participates in the Individual Education Plan (IEP) process for referred children if applicable.
- Demonstrates respect for diversity by providing anti-bias, non-sexist language, images, materials, equipment, and experiences that reflect both center and global communities.
- Communicates directly with each child at the child's level.
- Speaks with children in a friendly, positive, and courteous manner.
- Encourages and models social behavior and expectations that are developmentally appropriate.
- Follows procedure for behavioral planning as outlined in the policies as set forth by the WBSD and the 4k Teacher.
- Respects parents as child's primary teacher; responds to parent situations, comments and concerns with sensitivity, interest, and respect.

- Brings parent situations, comments, and concerns to the 4K Teacher to address.
- Maintains confidentiality.
- Supports agency mission, philosophies, values, goals, and policies when working with parents, coworkers, and community.
- Attends staff meetings, required trainings, and other agency events.
- Attends trainings and meetings as requested.
- Communicates directly, works to resolve conflicts quickly, and avoids gossip.
- Collaborates and works cooperatively with the WBSD special education providers.
- Demonstrate effective listening, oral and written communication skills.
- Addresses conflict or differences of opinion in a positive and respectful manner.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work abnormal hours. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time. The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer. The noise level in the work environment changes due to the programs and activities scheduled, it can be very loud and chaotic at times and at other times very quiet.

Job Description Updated on: 4/22/2024

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Director of Public Works
DEPARTMENT: Jackson Sewer & Water Utilities
IMMEDIATE SUPERVISOR: Village Administrator
CLASSIFICATION: Full-Time, Salary Exempt, Department Supervisor

GENERAL POSITION DESCRIPTION:

Per Village Code Section 2-82 the Director of Public Works position is an appointment by the Village Board for an indefinite term. The position is under the direction of the Village Administrator. The Director of Public Works is responsible for directing, coordinating, and expediting the activities of Public Works Department, the Jackson Sewer Utility, and the Jackson Water Utility. The Director shall make or direct staff as necessary to determine the most economical and efficient operation of such departments, sources and programs from the various departments when deemed necessary.

LICENSE/CERTIFICATION REQUIREMENTS:

There is no requirement for any licenses to be held by this position if Staff holds the required licenses or certificates by the issuing agency to operate the Department. A Professional Engineer license is recommended but not required for the position.

SKILLS, KNOWLEDGE, AND ABILITIES:

General knowledge of the methods, materials and techniques used in municipal wastewater treatment plant, collection system, municipal water system, distribution system, construction and maintenance; ability to develop working plans and coordinate Village construction and maintenance; ability to direct the work of subordinate personnel; ability to keep accurate records; ability to get along with the public and stay in good physical condition.

EDUCATION AND PRIOR EXPERIENCE:

High school diploma or GED with preferred but not required Associates degree in Water / Wastewater; two years' experience supervising and the lead operator of a municipal water system; two years' experience supervising and the lead operator of a municipal waste water treatment plant; experience in street and public works construction and maintenance and general maintenance of buildings and grounds; experience in the maintenance of a waste water treatment plant, lift stations, and collection system; experience in the maintenance of a water system, municipal wells, and water towers.

SPECIFIC POSITION RESPONSIBILITIES

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

- Trains, supervise, and works with subordinate employees, conducts interviews and hires candidates to fill departmental vacancies.
- Directs Staff on work progress to assure conformance with instructions with Village and Utility standards.
- Manages the Supervisory of the operation of the municipal garage with the repair and maintenance of Village owned vehicles and equipment.

- Oversees the supervisory of all phases of snow and ice control and snowing plowing operation of all streets and public property.
- Manages the supervisory of park maintenance, yard waste operation, trash and recycling program, and building maintenance.
- Creates departmental budgets according to projected manpower, material and equipment needs.
- Holds weekly staff meeting with Supervisors and directs to repair and maintenance of equipment, sewer collection system, water distribution system, and building and grounds.
- Responsible for the enforcement of work rules, executing progressive discipline as appropriate on subordinates, and hire needed staff to fulfill the operation of the Departments.
- Responsible to enforce work rules, work rule changes, the utilization of personnel, and evaluating such personnel, as appropriate and in conformance with Village policies to date or as amended.
- Investigates complaints and consults with Staff for resolution.
- Maintains records and prepares reports as required by the Department of Natural Resources, Public Service Commission (PSC), Environmental Protection Agency (EPA). and Emergency Management Reports.
- Recommends equipment replacements and purchases to the Village Administrator.
- Requisitions necessary and approved equipment and material.
- Attend approved special courses and workshops.
- Approves vacation time for Water Utility and Sewer Utility Supervisors
- Construction Inspection management along with plan review for new and reconstruction projects.
- Oversees the management and maintenance of the Village owned Streetlighting System and Storm Sewer System.
- Reviews and develops reports for Plan Commission submittals.
- Attends the necessary Village monthly meetings as directed by the Village Administrator.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work abnormal hours. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time. 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.

While performing the duties of this job, the employee is frequently required to work outside in both hot/humid and cold weather; the ability to climb stairs; sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must have the physical ability, strength, and mobility necessary to complete the duties independently and in concert with others; ability to repetitively lift and move objects weighing up to 90 pounds without assistance, approximately four times per day, and to lift and move objects weighing up to 200 pounds in concert with others as necessary. Physical and psychological exams may be necessary.

The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Job Description Updated on April 19, 2024

Supervisor's Signature

Date

Employee's Signature

Date

DRAFT

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION:	Wastewater & Water Utility Superintendent
DEPARTMENT:	Jackson Water Utility
IMMEDIATE SUPERVISOR:	Director of Public Works
CLASSIFICATION:	Full-Time, Salary Exempt, Department Supervisor

GENERAL POSITION DESCRIPTION:

The Wastewater & Water Utility Superintendent is a supervisory position requiring the ability to set the work schedule and make mature judgments. The Superintendent works under the direction of the Director of Public Works and the work is reviewed for adherence to departmental policies. The Superintendent will supervise the Water Utility and Sewer Utility Supervisors to engage in maintenance of equipment, buildings and grounds, collection system, distribution system; discusses job requirements with and receives detailed instructions from the Director of Public Works.

LICENSE/CERTIFICATION REQUIREMENTS:

All licenses or certificates required by the State of Wisconsin Department of Natural Resources (DNR). A valid Wisconsin Commercial Driver's License is optional.

SKILLS, KNOWLEDGE, AND ABILITIES:

General knowledge of the methods, materials and techniques used in municipal wastewater treatment plant, collection system, municipal water system, distribution system, construction and maintenance; ability to develop working plans and coordinate Village construction and maintenance; ability to direct the work of subordinate personnel; ability to keep accurate records; ability to get along with the public and stay in good physical condition.

EDUCATION AND PRIOR EXPERIENCE:

High school diploma or GED with preferred but not required Associates degree in Water / Wastewater; two years' experience supervising and the lead operator of a municipal water system; two years' experience supervising and the lead operator of a municipal waste water treatment plant; experience in street and public works construction and maintenance and general maintenance of buildings and grounds; experience in the maintenance of a waste water treatment plant, lift stations, and collection system; experience in the maintenance of a water system, municipal wells, and water towers. All licenses or certificates required by the State of Wisconsin Department of Natural Resources for both water and wastewater.

SPECIFIC POSITION RESPONSIBILITIES

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

- Trains, supervise, and works with subordinate employees, assists in interviews and hiring candidates to fill departmental vacancies.
- Inspects work progress to assure conformance with instructions and Utility standards.
- Assists in departmental budget according to projected manpower, material and equipment needs.

- Supervises and directs the Water Utility and Sewer Utility Supervisors to repair and maintenance of equipment, collection system, water distribution system, and building and grounds.
- Responsible for the enforcement of work rules, executing progressive discipline as appropriate on subordinates, and making hiring recommendations of subordinates.
- Responsible to make recommendations to the Director of Public Works on suggested work rules, work rule changes, the utilization of personnel, and evaluating such personnel, as appropriate and in conformance with Village policies to date or as amended.
- Investigates complaints and consults with Director of Public Works for resolution.
- Maintains records and prepares reports as required by the Department of Natural Resources, Public Service Commission (PSC), Environmental Protection Agency (EPA), and Emergency Management Reports.
- Recommends equipment replacements and purchases to the Director of Public Works.
- Requisitions necessary and approved equipment and material.
- Attend approved special courses and workshops.
- Approves vacation time for Water Utility and Sewer Utility Supervisors
- Construction Inspection management along with plan review for new and reconstruction projects.
- Help in management with the Public Works Supervisor for the maintenance of the Village owned Streetlighting System and Storm Sewer System.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work abnormal hours. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time. 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.

While performing the duties of this job, the employee is frequently required to work outside in both hot/humid and cold weather; the ability to climb stairs; sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must have the physical ability, strength, and mobility necessary to complete the duties independently and in concert with others; ability to repetitively lift and move objects weighing up to 90 pounds without assistance, approximately four times per day, and to lift and move objects weighing up to 200 pounds in concert with others as necessary. Physical and psychological exams may be necessary.

The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Job Description Updated on April 19, 2024

Supervisor's Signature

Date

Employee's Signature

Date

DRAFT

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Public Works Supervisor
DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Director of Public Works
CLASSIFICATION: Full-Time, Salary Exempt, Department Supervisor

GENERAL POSITION DESCRIPTION:

The Public Works Supervisor is a supervisory working foreman position requiring the ability to set the work schedule and make mature adjustments. The Public Works Supervisor works under the direction of the Director of Public Works and the work is reviewed for adherence to departmental policies. The Supervisor shall supervise work crews or individuals engaged in maintenance of streets, trees, equipment, buildings, parks and grounds, storm water associated with streets & parks, trash and recycling program, Village owned Streetlighting System, Splash Pad Operation, and snow and ice removal. Discusses job requirements with and receives detailed instructions from the Director of Public Works.

LICENSE/CERTIFICATION REQUIREMENTS:

Must possess a valid Wisconsin Commercial Driver's License. The person shall have the ability to drive construction equipment and trucks that require a CDL.

SKILLS, KNOWLEDGE, AND ABILITIES:

General knowledge of the methods, materials and techniques used in municipal streets, parks, equipment, equipment maintenance, building maintenance; ability to develop working plans and coordinate Village construction and maintenance; ability to direct the work of subordinate personnel; ability to keep accurate records; ability to get along with the general public, and stay in good physical condition.

EDUCATION AND PRIOR EXPERIENCE:

High school diploma or GED with experience in street, public works construction, maintenance of equipment, and general maintenance of buildings and grounds; experience in maintaining landscapes (trees, shrubs, lawns); or any equivalent combination of experience and training which provide the required knowledge, skills, and abilities.

SPECIFIC POSITION RESPONSIBILITIES

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

- Trains, supervises, and works with subordinate employees, assists in interviews, hiring candidates to fill departmental vacancies, and responsible for time sheets of those employees.
- Inspects work progress to assure conformance with instructions.
- Supervises the operation of the municipal garage and the repair and maintenance of Village owned vehicles and equipment.
- Supervises all phases of snow and ice control, plows snow, and shovel walkways.
- Supervises the maintenance of parks including grass cutting, yard waste pickup, wood chipping, trash and recycling program, snow removal, building maintenance, manage

yard waste site, orders road salt, and orders/manages janitorial supplies for all Village owned buildings except for the Sewer Utility.

- Assists in departmental budget according to projected manpower, material, and equipment needs.
- Prepare work schedules.
- Supervises and directs the repair and maintenance of equipment, streets, storm sewers, curb and gutter, and building and grounds.
- Investigates complaints and consults with Director of Public Works for resolution.
- Maintains records and prepares reports.
- Recommends equipment replacements and purchases to the Director of Public Works.
- Requisitions necessary and approved equipment and material.
- Attend approved special courses and workshops.
- Maintains timecards, worksheets, and related resources.
- Responsible for annual budget recommendations.
- Manages along with the Utility Superintendent the Village owned Streetlighting System.
- Manages Village radio system for Public Works and Utilities.
- Safety Coordinator for Public Works and Jackson Utilities to schedule monthly safety meetings.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work abnormal hours. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time. 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.

While performing the duties of this job, the employee is frequently required to work outside in both hot/humid and cold weather; the ability to climb stairs; sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must have the physical ability, strength, and mobility necessary to complete the duties independently and in concert with others; ability to repetitively lift and move objects weighing up to 90 pounds without assistance, approximately four times per day, and to lift and move objects weighing up to 200 pounds in concert with others as necessary. Physical and psychological exams may be necessary.

The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Job Description Updated on April 19, 2024

Supervisor's Signature

Date

Employee's Signature

Date

DRAFT

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION:	Water Utility Supervisor
DEPARTMENT:	Jackson Water Utility
IMMEDIATE SUPERVISOR:	Utility Superintendent
CLASSIFICATION:	Full-Time, Salary Exempt, Department Supervisor

GENERAL POSITION DESCRIPTION:

The Water Utility Supervisor is a supervisory position requiring the ability to set the work schedule and make mature judgments. The Supervisor works under the direction of the Utility Superintendent and the work is reviewed for adherence to departmental policies. The Supervisor will supervise work crews or individuals to set the work schedule for engaging in maintenance of equipment, buildings and grounds, water distribution; discusses job requirements with and receives detailed instructions from the Utility Superintendent.

LICENSE/CERTIFICATION REQUIREMENTS:

All licenses or certificates required by the State of Wisconsin Department of Natural Resources (DNR). Must possess a valid Wisconsin Commercial Driver's License.

SKILLS, KNOWLEDGE, AND ABILITIES:

General knowledge of the methods, materials and techniques used in municipal water system construction and maintenance; ability to develop working plans and coordinate Village construction and maintenance; ability to direct the work of subordinate personnel; ability to keep accurate records; ability to get along with the public, and stay in good physical condition.

EDUCATION AND PRIOR EXPERIENCE:

High school diploma or GED with experience in street and public works construction and maintenance and general maintenance of buildings and grounds; experience in the maintenance of a water systems, municipal wells, and water towers.

SPECIFIC POSITION RESPONSIBILITIES

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

- Trains, supervises, and works with subordinate employees, assists in interviews, hiring candidates to fill departmental vacancies, and responsible for time sheets of those employees.
- Inspects work progress to assure conformance with instructions.
- Supervises the maintenance of buildings, including grass cutting, snow removal and building maintenance for the Jackson Water Utility System.
- Prepare work schedules.
- Supervises and directs the repair and maintenance of equipment, water mains, and building and grounds for the Jackson Water Utility System.
- Investigates complaints and consults with Utility Superintendent for resolution.
- Maintains records and prepares reports as required by the Department of Natural Resources, Public Service Commission (PSC), and Environmental Protection Agency (EPA).

- Recommends equipment replacements and purchases to the Utility Superintendent.
- Requisitions necessary and approved equipment and material.
- Attend approved special courses and workshops.
- Responsible for annual budget recommendations.
- Approves time of leave for Water Utility Employees.
- Works with Utility Clerk on daily operation of billing and Water Utility issues.
- Works with Utility Superintendent on construction inspection for new development and reconstruction projects.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work abnormal hours. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time. 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.

While performing the duties of this job, the employee is frequently required to work outside in both hot/humid and cold weather; the ability to climb stairs; sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must have the physical ability, strength, and mobility necessary to complete the duties independently and in concert with others; ability to repetitively lift and move objects weighing up to 90 pounds without assistance, approximately four times per day, and to lift and move objects weighing up to 200 pounds in concert with others as necessary. Physical and psychological exams may be necessary.

The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Job Description Updated on April 19, 2024

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Sewer Utility WWTP Supervisor
DEPARTMENT: Jackson Sewer Utility
IMMEDIATE SUPERVISOR: Utility Superintendent
CLASSIFICATION: Full-Time, Salary Exempt, Department Supervisor

GENERAL POSITION DESCRIPTION:

The Sewer Utility & WWTP Supervisor is a supervisory position requiring the ability to set the work schedule and make mature judgments. The Supervisor works under the direction of the Utility Superintendent and the work is reviewed for adherence to departmental policies. The Supervisor will supervise work crews or individuals to set the work schedule for engaging in maintenance of equipment, buildings, and grounds, for the technical, and day to day operation of the Wastewater Treatment Plant (WWTP), and the sewer collection system. Discusses job requirements with and receives detailed instructions from the Utility Superintendent.

LICENSE/CERTIFICATION REQUIREMENTS:

All licenses or certificates required by the State of Wisconsin Department of Natural Resources (DNR). Must possess a valid Wisconsin Commercial Driver's License.

SKILLS, KNOWLEDGE, AND ABILITIES:

General knowledge of the methods, materials and techniques used in municipal wastewater treatment plant and collection system, construction, and maintenance of equipment; ability to read working plans and coordinate Village construction projects; ability to direct the work of subordinate personnel; ability to keep accurate records; ability to get along with the public. The person is required to stay in good physical condition.

EDUCATION AND PRIOR EXPERIENCE:

High school diploma or GED with an associate degree in Wastewater; experience in street and public works construction and maintenance and general maintenance of buildings and grounds; experience in the maintenance of a wastewater treatment plant, lift stations, and collection system. or any equivalent combination of experience and training which provides the required knowledge, skill, and ability.

SPECIFIC POSITION RESPONSIBILITIES

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

- Under the direction of the Utility Superintendent, the Sewer Utility Supervisor has the primary responsibility for the direction of the efficient operation of the WWTP within the discharge permit parameters.
- Prepares and signs all necessary documents required by the Wisconsin Department of Natural Resources (DNR), Environmental Protection Agency (EPA), and Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP).
- Responsible for the enforcement of work rules, time sheets, executing progressive discipline as appropriate on subordinates, and making hiring recommendations of subordinates.

- Responsible to make recommendations to the Utility Superintendent on suggested work rules, work rule changes, the utilization of personnel, and evaluating such personnel, as appropriate and in conformance with Village policies to date or as amended.
- Schedules and directs work crews for maintenance and technical tasks.
- Oversees and performs laboratory and physical plant testing.
- Trains employees.
- Performs inspections and evaluates operations.
- Promotes the WWTP and environmental consciousness with residents, students, and visitors to the facility.
- Supervises and directs the repair and maintenance of equipment, collection system, and building and grounds.
- The willingness and ability to work scheduled weekends and overtime as necessary.
- Responsible for annual budget, equipment replacements and purchases recommendations to the Utility Superintendent.
- Investigates complaints and consults with Utility Superintendent for resolution.
- Attend approved special courses and workshops.
- Approves time of leave for Jackson Sewer Utility Employees.
- Works with Utility Superintendent on construction inspection for new development and reconstruction projects.
- Works with Utility Superintendent on maintaining Village Storm Sewer System.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work abnormal hours. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time. 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.

While performing the duties of this job, the employee is frequently required to work outside in both hot/humid and cold weather; the ability to climb stairs; sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must have the physical ability, strength, and mobility necessary to complete the duties independently and in concert with others; ability to repetitively lift and move objects weighing up to 90 pounds without assistance, approximately four times per day, and to lift and move objects weighing up to 200 pounds in concert with others as necessary. Physical and psychological exams may be necessary.

The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Job Description Updated on April 19, 2024

Supervisor's Signature

Date

Employee's Signature

Date

DRAFT

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Assistant Village Engineer
DEPARTMENT: Department of Public Works
IMMEDIATE SUPERVISOR: Director of Public Works/Village Engineer
CLASSIFICATION: Full-Time, Salary Exempt, Department Assistant

GENERAL POSITION DESCRIPTION:

The Assistant Village Engineer performs professional engineering work involving design, investigation, development, maintenance, and construction of public works projects within the Village of Jackson; performs related duties as required by the Director of Public Works/Village Engineer.

LICENSE/CERTIFICATION REQUIREMENTS:

General knowledge of Civil Engineering as it relates to the municipal field and graduation from a college or university of recognized standing with major work in civil engineering; registration as a professional engineer in the state of Wisconsin desirable; or any equivalent combination of experience and training which provides the required knowledge, skill, and ability.

SKILLS, KNOWLEDGE, AND ABILITIES:

Considerable knowledge of the principles and practices of civil engineering as related to the preparation of plans and specifications for public works projects; considerable knowledge of construction materials and approved standards of safety; ability to adapt approved engineering methods and standards in the design and construction of public utility projects; ability to establish and maintain and make an effective working relationship with Village officials, various boards and the general public; ability to prepare a variety of technical reports, specifications and contracts in connection with public improvement projects; mental alertness; good physical condition.

EDUCATION AND PRIOR EXPERIENCE:

High school diploma or GED. General knowledge of Civil Engineering as it relates to the municipal field and graduation from a college or university of recognized standing with major work in civil engineering; registration as a professional engineer in the state of Wisconsin desirable; or any equivalent combination of experience and training which provides the required knowledge, skill, and ability.

SPECIFIC POSITION RESPONSIBILITIES

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

Confers with Developers to discuss proposed expansion of existing road and utility systems.
Receives complaints and problems from the public and ascertains that they are resolved.
Passes on the work of engineering consultants for compliance with contracts.
Assists in scheduling the construction of Village projects.
Assists in special assessment reports.
Attends meetings and makes reports when necessary.
Performs technical research and develops solutions to engineering problems.
Reviews surveys, and plans for compliance with specifications.

Confers with property owners, utility companies and others.
Attends training programs and seminars as directed by the Director of Public Works.
Writes proposed contracts and related documents.
Supervises technicians and aides on projects as coordinated with the Village Engineer.
Writes descriptions of easements and rights-of-ways.
Coordinates projects with the State regulatory agencies.
Performs related duties as required.
Conducts surveys on properties to determine boundaries and/or establish easements.
Supervise projects and inspections Village projects from start through restoration.
Coordinates mapping and GIS base systems.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work abnormal hours. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time. 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.

While performing the duties of this job, the employee may be required to climb ladders, climb stairs, walk through mud and on irregular surfaces, climb over construction debris, and have a good sense of balance. Good vision both near and far is required. The ability to communicate via a portable radio is required. Work is performed under all weather conditions.

The employee must occasionally lift and/or move up to 50 pounds. Bending and twisting is also frequently required. Sitting for long periods during plan reviews and meetings is also required. Physical and psychological exams may be necessary.

The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Job Description Updated on April 19, 2024

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Sewer Utility WWTP Maintenance Technician
DEPARTMENT: Jackson Sewer Utility
IMMEDIATE SUPERVISOR: Jackson Sewer Utility & WWTP Supervisor
CLASSIFICATION: Full-Time, Hourly Non-Exempt, Department Employee

GENERAL POSITION DESCRIPTION:

The Wastewater Treatment Plant Maintenance Technician position takes direction from the Jackson Sewer Utility Supervisor for the technical, and day to day operation of the Wastewater Treatment Plant (WWTP). The daily duties will include, but not limited to maintenance and upkeep of equipment, buildings and grounds, and sanitary collection system.

LICENSE/CERTIFICATION REQUIREMENTS:

All licenses or certificates required by the State of Wisconsin Department of Natural Resources (DNR). Must possess a valid Wisconsin Commercial Driver's License.

SKILLS, KNOWLEDGE, AND ABILITIES:

General knowledge of the methods, materials and techniques used in municipal wastewater treatment plant and collection system, construction, and maintenance; ability to take direction from Supervisor; ability to keep accurate records; ability to get along with co-workers and the public; and stay in good physical condition.

EDUCATION AND PRIOR EXPERIENCE:

High school diploma or GED with an associate degree in Wastewater; experience in street and public works construction and maintenance and general maintenance of buildings and grounds; experience in the maintenance of a wastewater treatment plant, lift stations, and collection system. or any equivalent combination of experience and training which provides the required knowledge, skill, and ability.

SPECIFIC POSITION RESPONSIBILITIES

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

- Perform daily plant inspection by recording equipment readings and discuss findings at daily staff meeting.
- Maintenance of periodic greasing and oil changes of equipment.
- Maintenance of buildings, including grass cutting, and snow removal.
- Receive from Supervisor work orders for repair and maintenance of equipment, collection system, buildings, and grounds.
- Investigate and diagnose failed equipment and repair equipment.
- Recommends equipment replacements and purchases to the WWTP Supervisor.
- Requisitions necessary and approved equipment and material.
- Attend approved special courses and workshops.
- Ability to solve problems without being told for a solution by a supervisor.

- When conducting WWTP Lab duty, the technician shall observe the daily operation of the plant through watching the SCADA System and make the necessary adjustments through correspondence with the WWTP Supervisor.
- Required to plow snow for Street Department when necessary.
- Work with Supervisor for inspection of new and reconstruction projects.
- Hydro-excavating, jetting of sewer, and televising sewer mainline.
- Televising sanitary sewer laterals during meter changeout process by the Jackson Water Utility.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work abnormal hours. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time. 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.

While performing the duties of this job, the employee is frequently required to work outside in both hot/humid and cold weather; the ability to climb stairs; sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must have the physical ability, strength, and mobility necessary to complete the duties independently and in concert with others; ability to repetitively lift and move objects weighing up to 90 pounds without assistance, approximately four times per day, and to lift and move objects weighing up to 200 pounds in concert with others as necessary. Physical and psychological exams may be necessary.

The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Job Description Updated on April 19, 2024

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Water Utility Operator
DEPARTMENT: Jackson Water Utility
IMMEDIATE SUPERVISOR: Water Utility Supervisor
CLASSIFICATION: Full-Time, Hourly Non-Exempt, Department Employee

GENERAL POSITION DESCRIPTION:

The Water Utility Operator is an entry level position in the Jackson Water Utility. The position requires good knowledge of a municipal water system including but not limited to pumps, distribution system, water wells, and building maintenance. The daily work schedule is directed by the Water Utility Supervisor.

LICENSE/CERTIFICATION REQUIREMENTS:

All licenses or certificates required by the State of Wisconsin Department of Natural Resources (DNR). A valid Wisconsin Commercial Driver's License is optional.

SKILLS, KNOWLEDGE, AND ABILITIES:

General knowledge of the methods, materials and techniques used in municipal water system construction and maintenance; ability to work with others on tasks as directed from the Water Supervisor; ability to take direction from the Water Supervisor and finish the tasks as required; ability to keep accurate records; ability to get along with the general public and keep in good physical condition.

EDUCATION AND PRIOR EXPERIENCE:

High school diploma or GED with experience in street and public works construction and maintenance and general maintenance of buildings and grounds; experience in the maintenance of a water systems, municipal wells, and water towers or any equivalent combination of experience and training which provides the required knowledge, skill, and ability.

SPECIFIC POSITION RESPONSIBILITIES

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

- Meter maintenance along with installation and reading.
- Inspects well sites and equipment with conformance of instructions from Supervisor.
- Maintenance of buildings, including grass cutting, and snow removal.
- Repair and maintenance of equipment, water mains, and building and grounds.
- Hydrant maintenance, bi-annual flushing of water system, valve maintenance, and valve exercising.
- Locate utilities per the Digger's Hotline tickets.
- Climbing a water tower for inspection.
- Required to plow snow for Street Department when necessary.
- Attend approved special courses and workshops.
- Required to work weekends for the Jackson Sewer Utility.
- Work with Supervisor for inspection of new and reconstruction projects.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work abnormal hours. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time. 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.

While performing the duties of this job, the employee is frequently required to work outside in both hot/humid and cold weather; the ability to climb stairs; sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must have the physical ability, strength, and mobility necessary to complete the duties independently and in concert with others; ability to repetitively lift and move objects weighing up to 90 pounds without assistance, approximately four times per day, and to lift and move objects weighing up to 200 pounds in concert with others as necessary. Physical and psychological exams may be necessary.

The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Job Description Updated on April 19, 2024

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Sewer & Water Utility Operator Employee
DEPARTMENT: Jackson Sewer & Water Utility
IMMEDIATE SUPERVISOR: Jackson Sewer & Water Utilities Supervisors
CLASSIFICATION: Full-Time, Hourly Non-Exempt, Department Employee

GENERAL POSITION DESCRIPTION:

The Sewer & Water Utility Operator Employee position will be part of both the Sewer and Water Utility staff. The Operator Employee will float between Utilities, and work for the Utility that needs help to achieve completion of a project. When working in the Sewer Utility, the employee takes direction from the Jackson Sewer Utility for the technical, and day to day operation of the Wastewater Treatment Plant (WWTP). The daily duties will include, but not limited to maintenance and upkeep of equipment, buildings and grounds, and sanitary collection system. When the working for the Water Utility the Operator Employee

LICENSE/CERTIFICATION REQUIREMENTS:

All licenses or certificates required by the State of Wisconsin Department of Natural Resources (DNR). Must possess a valid Wisconsin Commercial Driver's License.

SKILLS, KNOWLEDGE, AND ABILITIES:

General knowledge of the methods, materials and techniques used in municipal wastewater treatment plant and collection system, construction, and maintenance; ability to take direction from Supervisors; ability to keep accurate records; ability to get along with co-workers and the public; and stay in good physical condition.

EDUCATION AND PRIOR EXPERIENCE:

High school diploma or GED with an associate degree in Wastewater; experience in street and public works construction and maintenance and general maintenance of buildings and grounds; experience in the maintenance of a wastewater treatment plant, lift stations, collection system, a water systems, municipal wells, and water towers or any equivalent combination of experience and training which provides the required knowledge, skill, and ability.

SPECIFIC POSITION RESPONSIBILITIES

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

- Perform daily plant inspection by recording equipment readings and discuss findings at daily staff meeting.
- Maintenance of periodic greasing and oil changes of equipment.
- Maintenance of buildings, including grass cutting, and snow removal.
- Receive from Supervisor work orders for repair and maintenance of equipment, collection system, buildings, and grounds.
- Investigate and diagnose failed equipment and repair equipment.
- Recommends equipment replacements and purchases to the WWTP Supervisor.
- Requisitions necessary and approved equipment and material.
- Attend approved special courses and workshops.
- Ability to solve problems without being told for a solution by a supervisor.

- When conducting WWTP Lab duty, the technician shall observe the daily operation of the plant through watching the SCADA System and make the necessary adjustments through correspondence with the WWTP Supervisor.
- Required to plow snow for Street Department when necessary.
- Work with Supervisor for inspection of new and reconstruction projects.
- Hydro-excavating, jetting of sewer, and televising sewer mainline.
- Televising sanitary sewer laterals during meter changeout process by the Jackson Water Utility.
- Hydrant maintenance, bi-annual flushing of water system, valve maintenance, and valve exercising.
- Locate utilities per the Digger's Hotline tickets.
- Climbing a water tower for inspection.
- Work with Supervisors for inspection of new and reconstruction projects.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work abnormal hours. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time. 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.

While performing the duties of this job, the employee is frequently required to work outside in both hot/humid and cold weather; the ability to climb stairs; sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must have the physical ability, strength, and mobility necessary to complete the duties independently and in concert with others; ability to repetitively lift and move objects weighing up to 90 pounds without assistance, approximately four times per day, and to lift and move objects weighing up to 200 pounds in concert with others as necessary. Physical and psychological exams may be necessary.

The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Job Description Updated on April 19, 2024

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Streets & Parks Maintenance Employee
DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Public Works Supervisor
CLASSIFICATION: Full-Time, Hourly Non-Exempt, Department Employee

GENERAL POSITION DESCRIPTION:

The Street & Parks Maintenance is part of a crew engaged in maintenance and upkeep of streets, equipment, buildings, trees, parks and grounds, storm water associated with streets & parks, trash and recycling program, Village owned Streetlighting System, Splash Pad Operation, and snow plowing within the Village of Jackson; perform related duties as required. Discusses job requirements with and receives detailed instructions from the Public Works Supervisor.

LICENSE/CERTIFICATION REQUIREMENTS:

Certified Pool Operation (CPO) license for operation of the splash pad. All licenses or certificates required by the State of Wisconsin Department of Natural Resources (DNR) for spraying herbicides and pesticides. Must possess a valid Wisconsin Commercial Driver's License.

SKILLS, KNOWLEDGE, AND ABILITIES:

General knowledge of the methods, materials and techniques used in municipal streets, parks, equipment, equipment maintenance, building maintenance; ability to work with others on tasks as directed from the Public Works Supervisor; ability to take direction from the Public Works Supervisor and finish the tasks as required; ability to keep accurate records; ability to get along with the general public; and keep in good physical condition.

EDUCATION AND PRIOR EXPERIENCE:

High school diploma or GED with experience in street, public works construction, maintenance of equipment, and general maintenance of buildings and grounds; experience in maintaining landscapes (trees, shrubs, lawns); or any equivalent combination of experience and training which provide the required knowledge, skills, and abilities.

SPECIFIC POSITION RESPONSIBILITIES

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

- Inspects work progress to assure conformance with instructions.
- Clean and maintain the municipal garage and the repair and maintenance of Village owned vehicles and equipment.
- Performs all phases of snow and ice control, plows snow, and shovel walkways.
- Performs the maintenance of parks including grass cutting, yard waste pickup, wood chipping, trash and recycling program, snow removal, and building maintenance.
- Perform daily repair and maintenance of equipment, streets, storm sewers, curb and gutter, and building and grounds.
- Investigates complaints and consults with Public Works Supervisor for resolution.
- Maintains records of vehicles maintenance.
- Recommends equipment replacements and purchases to the Public Works Supervisor.

- Attend approved special courses and workshops.
- Required to work weekends in the summer for park maintenance.
- Splash Pad Operation with a Certified Pool Operation (CPO) license.
- Maintain Yard Waste Site.
- Maintain Village owned streetlighting systems.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work abnormal hours. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time. 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.

While performing the duties of this job, the employee is frequently required to work outside in both hot/humid and cold weather; the ability to climb stairs; sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must have the physical ability, strength, and mobility necessary to complete the duties independently and in concert with others; ability to repetitively lift and move objects weighing up to 90 pounds without assistance, approximately four times per day, and to lift and move objects weighing up to 200 pounds in concert with others as necessary. Physical and psychological exams may be necessary.

The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Job Description Updated on April 19, 2024

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Utility Clerk
DEPARTMENT: Department of Public Works & Utilities
IMMEDIATE SUPERVISOR: Director of Public Works
CLASSIFICATION: Full-Time, Hourly Non-Exempt, Department Supervisor

GENERAL POSITION DESCRIPTION:

The Utility Clerk is part of a staff to ensure that the general public is provided with prompt and accurate information pertaining to the services provided by the Jackson Sewer and Water Utilities and the Village of Jackson Public Works Department by furnishing facts and directing the inquires to the assigned supervisor for additional information and services. The position requires good knowledge of a municipal water and sewer system billing operation, the daily operation of streets and parks, trash/recycling collection, yard waste site, and street lighting system. The daily work schedule is a self-motivated position with supervision by the Director of Public Works.

LICENSE/CERTIFICATION REQUIREMENTS:

An experienced Utility Clerk designation is desired; however, if not experienced the ability to obtain experiences will be supported by the Village along with further continuing education and training.

SKILLS, KNOWLEDGE, AND ABILITIES:

Knowledge of modern office and computer equipment, practices, and procedures. Knowledge of Microsoft Office, Workhorse, and other software programs. Ability to carry out assigned projects without detailed instructions and with a minimum of supervision. Ability to assemble and organize data and multi-task. Knowledge of the Village Code. Ability to collect and account for money accurately. Skill in dealing with the public diplomatically. Willingness to take the initiative in problem solving. Cash handling, check processing, and credit card payment skills.

EDUCATION AND PRIOR EXPERIENCE:

High school diploma or GED with several years of responsible clerical experience, preferably involving money collection and records management. Any equivalent combination of experience and training which provides the required knowledge skill and ability. Preference given to someone with prior municipal government experience.

SPECIFIC POSITION RESPONSIBILITIES

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

- Answers and directs incoming calls and inquires.
- Enters accounts receivables into Workhorse program. This includes utility payments and building permit payments.
- Answers Utility Billing questions daily.
- Maintains Utility & Public Works forms and applications.
- Receives and processes Title Assessment Letters. Returns the letters to the Title Companies in

- a timely manner.
- Responsible for managing and ordering office supplies as needed and directed.
 - Assists with written/typed communications as required from multiple departments.
 - Attend approved special courses and workshops.
 - Reviews Village Calendars for publication.
 - Frequent inside and outside contacts with co-workers, immediate supervisor(s), Utility Customers, and General Public. Contacts involve corrections or adjustments where some tact is essential to resolve minor problems.
 - Issue Yard Waste Site cards.
 - Setup ACH & email for Utility account payments.
 - Maintain Utilities & Public Works portion of the Village website.
 - Works with Water Utility Supervisor on daily operation of billing and Water Utility issues.
 - Other duties as directed and assigned.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time. 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.

The employee must occasionally lift and/or move up to 30 pounds. Bending and twisting is also frequently required. The employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time.

The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Job Description Updated on April 19, 2024

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Assistant Utility Clerk
DEPARTMENT: Department of Public Works & Utilities
IMMEDIATE SUPERVISOR: Utility Clerk
CLASSIFICATION: Part-Time, Hourly Non-Exempt, Department Assistant

GENERAL POSITION DESCRIPTION:

The Assistant Utility Clerk is an assistant to the Utility Clerk Position. The position requires good knowledge of a municipal water and sewer system billing operation, the daily operation of streets and parks, trash collection, and building inspection permitting. The daily work schedule is a self-motivated position with supervision by the Utility Clerk.

LICENSE/CERTIFICATION REQUIREMENTS:

An experienced Assistant Utility Clerk designation is desired; however, if not experienced the ability to obtain experiences will be supported by the Village along with further continuing education and training.

SKILLS, KNOWLEDGE, AND ABILITIES:

Knowledge of modern office and computer equipment, practices, and procedures. Knowledge of Microsoft Office, Workhorse, and other software programs. Ability to carry out assigned projects without detailed instructions and with a minimum of supervision. Ability to assemble and organize data and multi-task. Knowledge of the Village Code. Ability to collect and account for money accurately. Skill in dealing with the public diplomatically. Willingness to take the initiative in problem solving. Cash handling, check processing, and credit card payment skills.

EDUCATION AND PRIOR EXPERIENCE:

High school diploma or GED with several years of responsible clerical experience, preferably involving money collection and records management. Any equivalent combination of experience and training which provides the required knowledge skill and ability. Preference given to someone with prior municipal government experience.

SPECIFIC POSITION RESPONSIBILITIES

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

- Answers and directs incoming calls and inquires.
- Enters accounts receivables into Workhorse program. This includes utility payments and building permit payments.
- Answers Utility Billing questions daily.
- Maintains Utility & Public Works forms and applications.
- Receives and processes Title Assessment Letters. Returns the letters to the Title Companies in a timely manner.
- Responsible for managing and ordering office supplies as needed and directed.
- Assists with written/typed communications as required from multiple departments.
- Attend approved special courses and workshops.

- Reviews Village Calendars for publication.
- Frequent inside and outside contacts with co-workers, immediate supervisor(s), Utility Customers, and General Public. Contacts involve corrections or adjustments where some tact is essential to resolve minor problems.
- Issue Yard Waste Site cards.
- Setup ACH & email for Utility account payments.
- Maintain Utilities & Public Works portion of the Village website.
- Other duties as directed and assigned by the Utility Clerk.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time. 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.

The employee must occasionally lift and/or move up to 30 pounds. Bending and twisting is also frequently required. The employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time.

The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Job Description Updated on April 19, 2024

Supervisor's Signature

Date

Employee's Signature

Date



MEMO

TO: Brian Heckendorf, Village President; Personnel Committee

FROM: Jen Keller, Village Administrator; Darlene Smith, Village Treasurer

RE: Proposed Changes to Employee Handbook – Chapter 5 Employee Benefits

DATE: May 9, 2024

Background

In the last six (6) months, Staff and the Board have taken a diligent approach to updating the 2013 Employee Handbook, section by section. The next section to review includes Employee Benefits. Changes Staff are proposing include the following:

5.01 Cell Phones, Clothing Allowance, Additional Expenses: Foregoing employee cell phone reimbursements for use of personal phones for work proposes is the intent of amended subsection 1. Subsection 2 more plainly describes what occurs among many departments regarding clothing that is required for safety or identification purposes, and either purchased directly from the department or reimbursed to the employee.

5.08 Deferred Compensation: Clarifying language was added to provide employees information in the handbook about this offering.

5.09 Vacation Pay Upon Termination, Resignation or Retirement: Text amendments align vacation accrual with the calendar year instead of the anniversary year.

5.11 Employee Assistance Program (EAP): Staff have pursued and reviewed EAP information starting at the beginning of the year. In April, Department Leadership selected a proposal received from Advocate Aurora to provide EAP services to employees within the Police Department, Fire Department, and all other full-time and permanent part-time employees.

5.12 Employee Recognition Program: This program was established in 2021 and is now a part of formal handbook language.

Potential Motion:

Recommendation for Village Board authorization to the Village Attorney and Village Administrator to review, revise, and distribute to employees the updated Section 5 of the Employee Handbook, effective July 1, 2024.

Attachments:

1. Adopted Section 5 Policies – 2013 Employee Handbook
2. Redline Copy of Proposed Section 5 Policies – 2013 Employee Handbook
3. Proposed Section 5 Policies – 2024 Draft Employee Handbook

SECTION 5: EMPLOYEE BENEFITS

5.01 Clothing Allowance/Additional Expenses

The Village may reimburse employees of the Department of Public Works for work-related clothing. The Village may reimburse employees for clothing only if they are directed by the Department Head, to purchase a specific type of clothing necessary to the job duty.

The Village may, at its discretion, reimburse an employee for other expenses, but will reimburse expenses only to the extent that such expenses: (1) have been incurred by the employee in the performance of necessary Village business; (2) have, prior to being incurred, been submitted in itemized, written form by the employee to the employee's Department Head or as projected costs; (3) have, prior to being incurred, been expressly approved by the Department Head.

5.02 COBRA Policy

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health and dental insurance coverage under the Village's plans when a "qualifying event" would normally result in the loss of eligibility. Under COBRA, the employee or beneficiary pays the full cost of coverage at the Village's group rates. Written notice of COBRA rights and obligations is provided to employees.

5.03 Flexible Benefits Plan

Employees enrolled in the Village health plan have deductions taken through payroll on a pre-tax basis. In addition, the Village offers a flexible spending account plan providing pre-tax spending accounts. Two accounts are available:

1. Health Care Account – Employees decide how many payroll dollars for the plan year will be directed on a pre-tax basis to this account to pay for reimbursement of health care expenses that would otherwise be paid out of pocket on an after-tax basis. This money may be used during the year for deductibles and co-insurance, prescription drugs, prescription eyeglasses or contact lenses, and other approved medical expenses.
2. Dependent Day Care Account – Employees decide how many payroll dollars will go into this account on a pre-tax basis to pay day care expenses while the employee is at work.

The funds designated for these two accounts are exempt from Federal, State, and FICA taxes. The employee pays no tax on the funds deposited to the account, nor does the employee owe tax when they are paid to the employee. Employees must enroll in these accounts on or about December 1 for the entire year (January 1 – December 31). Under Federal law, money remaining in the account at the end of the year is forfeited (not returned to the employee) to the

Village to offset medical plan costs. Please contact the Deputy Village Clerk/Treasurer for further information.

5.04 Health Insurance

The Village provides eligible full-time employees with a health insurance plan. The Village currently pays an amount equal to eighty-eight (88) percent of the premium for the lowest cost health insurance plan offered by the Wisconsin Department of Employee Trust Funds (ETF) for the Southeast Region of Wisconsin. The employee pays twelve (12) percent of the premium through a payroll deduction. The Village Board may revisit the percentage of employer contribution on an annual basis and reserves the right to adjust the amount from time to time.

An employer paid contribution to health insurance will be offered to part-time employees under the following circumstances.

1. If the part-time employee has worked sufficient hours to meet the requirements of the Wisconsin Retirement System and currently has a WRS contribution made by the Village, the Village will pay:
2. 25% of the premium of the lowest priced plan available in the Southeast Region of Wisconsin if the part-time employee works less than 1,044 hours in a rolling twelve (12) month period.
3. 50% of the premium of the lowest priced plan available in the Southeast Region of Wisconsin if the part-time employee works more than 1,044 hours in a rolling twelve (12) month period.
4. Part-time employees hired after January 1st of 2012 will be limited to no more than 1,000 hours of work in a twelve (12) month rolling period.
5. No health insurance premium contribution will be offered to part-time employees who are not in the WRS system.

The Village may, in its sole discretion, change insurers. If the Village changes insurers, the Village will make every reasonable effort to ensure that there will be no period when coverage is not provided and to ensure that the new insurer will waive all rights to contest coverage because of a pre-existing condition. To the extent feasible, the Village will provide employees with thirty (30) days prior notice of any change in insurers.

Employees whose current employment with the Village ceases or who otherwise experience a "qualifying event" generally will, as provided by law, become eligible to continue insurance. The individual employee is responsible for all premium costs.

Employees must notify the Deputy Village Clerk/Treasurer of any status changes, address changes, etc. More information on insurance and insurance continuation may be obtained from the Deputy Village Clerk/Treasurer.

5.05 Income Continuation Insurance

The Village of Jackson will offer full-time employees the Wisconsin Public Employers Income Continuation Insurance Program authorized by Wis. Stats. § 40.61. The Village will pay the total premium for the policy with the one hundred eighty day (180) waiting period. If an employee wishes to have a shorter waiting period, he/she must pay the additional premium required.

5.06 Life Insurance

The Village of Jackson will provide basic group life insurance coverage for full-time employees under the State Plan administered by the State Group Insurance Board and the Village.

5.07 Retirement Contributions

The Village participates in the Wisconsin Retirement System (WRS), which provides retirement benefits for eligible employees. The eligibility requirements for participation in the Wisconsin Retirement System are determined by state law. All eligible employees will be covered under the WRS. The Village shall pay only that portion of the Wisconsin Retirement System contribution that it is legally required to pay by statute and each employee shall pay the remainder of that employee's contributions to the WRS. Said contributions shall be made by a reduction in salary and, for tax purposes, shall be considered employer contributions under the Internal Revenue Code Section 414(h)(2).

Regarding part-time employees, effective July 1st, 2011, the Village will contribute to the WRS on behalf of newly hired part-time employees only after the employee has met the eligibility requirements of the WRS. These requirements are currently set at 1,200 hours worked during a rolling twelve (12) month period. For those part-time employees currently in the WRS system, the Village will pay the employer's portion of the retirement contribution and the employee will pay the employee contribution through a payroll deduction.

5.08 Vacation Pay Upon Termination

Vacations are deemed earned in one anniversary year for use in the subsequent anniversary year. In case of termination (except for policy or rule violation) with proper notice of resignation, an employee who has completed at least one year of service will be paid for accrued vacation time on the last anniversary date based on the ratio of the number of months worked in the subsequent anniversary year up to twelve (12).

5.09 Work-Related Injury or Illness

If a full-time Village employee sustains an injury or illness covered by Wisconsin's Worker's Compensation Act (generally, an injury or illness which occurred while the employee was performing his/her job and which arose out of the job), then the Village, for a maximum of six (6) months, will grant the employee full pay for each full work day missed because of such an injury or illness. Pay will be granted only to the extent that the employee promptly endorses and delivers to the Deputy Village Clerk/Treasurer, each check issued to the employee under the Worker's Compensation Act. After six months, the employee may be entitled to use any sick leave pay for which the employee is eligible, to the extent necessary to allow the employee (who may also be receiving worker's compensation pay) to reach full pay for each full work day missed. For example, if an employee's worker's compensation payment for a given day is equal to one-half of a regular day's pay, an employee may receive one-half day's sick pay for that day, to the extent the employee is and remains eligible for sick pay.

In the event an employee suffers an injury or illness that prevents him/her from doing his/her pre-injury/illness job duty, the Village employee may be eligible for temporary reassignment pursuant to the Village's Restricted/Modified Duty Policy.

SECTION 5: EMPLOYEE BENEFITS

5.01 Cell Phones, Clothing Allowance, Additional Expenses

1. Cell Phones - All Department Heads are required to utilize a village issued cell phone for the purpose of managing employees and conducting village business during or outside of normal working hours. A Village issued cell phone **may** also be available to Department Supervisors, as approved by the respective Department Head. In these instances, the support staff member to the Department Head may be required to correspond with employees, constituents, or contractors while away from a worksite. Use of Village issued cell phones, whether on- or off- duty, **shall** adhere to the computer/equipment use policy found in Section 1, General Personnel Policies, and all other Village policies.
2. Clothing Reimbursement/Allowance - Employees may be required to report for duty in clothing that is either considered a uniform or protective clothing. Employees should consult with their immediate supervisor to understand these requirements. Reimbursements provided by the Village may be **terminated** at any time without notice.
 - a. For employees working for the Department of Public Works, a predetermined dollar amount may be annually available to employees for reimbursements for the purchase of approved work-related clothing and footwear. The allowance will be appropriately prorated for a new employee. Funding is subject to the annual budget review process. Upon budget approval, the Director of Public Works shall provide an annual memo to the Treasurer/HR Assistant reflecting the amount of funds available to employees for reimbursement for specific items, to be authorized for reimbursement by the Director of Public Works.
 - b. The Village may provide uniforms to employees within the Police and Fire Departments, as approved through the annual budget process and administered respectively by the Police Chief and Fire Chief. ~~The Village may, at its discretion, reimburse employees of the Department of Public Works for work related clothing. The Village may, at its discretion, reimburse employees for clothing only if employees are directed by the Department Head, to purchase a specific type of clothing necessary to the job duty.~~
 - c. The Parks and Recreation Department provides apparel to employees for the purpose of employee identification at events and recreation department programming. Funding is subject to the annual budget review process and administered by the Parks and Recreation Director.
 - d. **From time to time, other clothing purchasing may be permitted, subject to budgetary approvals granted by the Village Board.**
3. Other **Expenses Reimbursed** - The Village may, at its discretion, reimburse an employee for other expenses, but only to the extent that such expenses: (1) have been incurred by the employee in the performance of necessary Village business; (2) have, prior to being incurred, been submitted in itemized, written form by the employee to the employee's Department Head as projected costs; or (3) have, prior to being incurred, been expressly approved by the Department Head.

5.02 COBRA Policy

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health and dental insurance coverage under the Village's plans when a "qualifying event" would normally result in the loss of eligibility. Under COBRA, the employee or beneficiary pays the full cost of coverage at the Village's group rates. Written notice of COBRA rights and obligations is provided to employees whenever such notice is required by law.

5.03 Flexible Benefits Plan

Employees enrolled in the Village health plan have deductions taken through payroll on a pre-tax basis. In addition, the Village offers a flexible spending account plan providing pre-tax spending accounts. Two accounts are available:

1. Health Care Account – Employees decide how many payroll dollars for the plan year will be directed on a pre-tax basis to this account to pay for reimbursement of health care expenses that would otherwise be paid out of pocket on an after-tax basis. This money may be used during the year for deductibles and co-insurance, prescription drugs, prescription eyeglasses or contact lenses, and other approved medical expenses.
2. Dependent Day Care Account – Employees decide how many payroll dollars will go into this account on a pre-tax basis to pay day care expenses while the employee is at work.

The funds designated for these two accounts are exempt from Federal, State, and FICA taxes. The employee pays no tax on the funds deposited to the account, nor does the employee owe tax when they are paid to the employee. Employees must enroll in these accounts on or about December 1 for the entire year (January 1 – December 31). Under Federal law, money remaining in the account at the end of the year **exceeding the annual carryover maximum** is forfeited (not returned to the employee) to the Village to offset medical plan costs. Please contact the **Village Treasurer/HR Assistant** for further information.

5.04 Health Insurance

The Village provides eligible full-time employees with a health insurance plan. The Village currently pays an amount equal to eighty-eight (88) percent of the premium for the lowest cost health insurance plan offered by the Wisconsin Department of Employee Trust Funds (ETF) for the Southeast Region of Wisconsin. The employee pays twelve (12) percent of the premium through a bi-weekly payroll deduction. The Village Board may revisit the percentage of the employer contribution on an annual basis, or as otherwise deemed necessary by the Village Board, and reserves the right to adjust the amount from time to time. The Village shall also offer eligible employees access to a stipend in lieu of enrolling in the Village health insurance plan. The stipend shall be an amount equal to twenty (20) percent of the Village's portion of an employee's annual health benefit premium, rounded to the nearest \$25. An employee is eligible for opt-out pay for the Village's insurance plan level (i.e., family, single, etc.) based on the insurance plan level they qualify for. The incentive payments will be made monthly as part of the regular payroll

process. If the employee returns to the Village's health plan, then the opt-out benefit will cease immediately.

An employer paid contribution to health insurance will be offered to part-time employees under the following circumstances.

1. If the part-time employee has worked sufficient hours to meet the requirements of the Wisconsin Retirement System and currently has a WRS contribution made by the Village, the Village will pay:
 - a. 25% of the premium of the lowest priced plan available in the Southeast Region of Wisconsin if the part-time employee works less than 1,200 hours in a rolling twelve (12) month period. Hours averaging under 23 per week the Village pays 25% of premiums and the Employee pays 75%.
 - b. 50% of the premium of the lowest priced plan available in the Southeast Region of Wisconsin if the part-time employee works more than 1,200 hours in a rolling twelve (12) month period. Hours averaging over 24 per week the Village pays 50% of premiums and the Employee pays 50%.
2. No health insurance premium contribution will be offered to part-time employees who are not in the WRS system.

Employees, retirees, and their spouses who participate in the Village's Group Health Insurance program have access to the Well Wisconsin program. The Well Wisconsin program provides tools and resources to help participants set health and well-being goals, track progress, stay motivated, and earn incentives. For more information on how to participate please go to <https://webmdhealth.com/wellwisconsin>

The Village may, in its sole discretion, change insurers.

Employees whose current employment with the Village ceases or who otherwise experience a "qualifying event" generally will, as provided by law, become eligible to continue insurance. The individual employee is responsible for all premium costs associated with continuation of insurance following a "qualifying event."

Employees must notify the Village Treasurer/**HR Assistant** of any status changes, address changes, etc. More information on insurance and insurance continuation may be obtained from the Village Treasurer/**HR Assistant**.

5.05 Income Continuation Insurance

The Village of Jackson will offer full-time employees the Wisconsin Public Employers Income Continuation Insurance Program authorized by Wis. Stats. § 40.61. The Village will pay the total premium for the policy with the one hundred eighty day (180) waiting period. The Village will also pay 100% of the 180-day waiting period for a part-time employee after a six-month enrollment period in WRS. If an employee wishes to have a shorter waiting period, he/she must pay the additional premium required.

5.06 Life Insurance

The Village of Jackson will provide basic group life insurance coverage for full-time employees under the State Plan administered by the State Group Insurance Board. The Village also provides 100% of basic life insurance coverage for part-time employees after a six-month enrollment period in WRS. Any additional coverage is paid entirely by the employee. To the extent permitted by law, the Village reserves the right to cease the provision of this benefit at its sole discretion with or without notice.

5.07 Retirement Contributions

The Village participates in the Wisconsin Retirement System (WRS), which provides retirement benefits for eligible employees. The eligibility requirements for participation in the Wisconsin Retirement System are determined by state law. All eligible employees will be covered under the WRS. The Village shall pay only that portion of the Wisconsin Retirement System contribution that it is legally required to pay by statute and each employee shall pay the remainder of that employee's contributions to the WRS. Said contributions shall be made by a reduction in salary and, for tax purposes, shall be considered employer contributions under the Internal Revenue Code Section 414(h)(2).

Regarding part-time employees, effective July 1st, 2011, the Village will contribute to the WRS on behalf of newly hired part-time employees only after the employee has met the eligibility requirements of the WRS. These requirements are currently set at 1,200 hours worked during a rolling twelve (12) month period. For those part-time employees currently in the WRS system, the Village will pay the employer's portion of the retirement contribution and the employee will pay the employee contribution through a payroll deduction.

5.08 Deferred Compensation

The Village of Jackson offers two (2) deferred compensation plans to supplement an employee's retirement income. Participation in the program is voluntary, subject to the terms of the applicable plan, and is 100% funded by the employee through payroll deductions in an amount authorized by each participant. Plan and enrollment information can be obtained from the Treasurer/HR Assistant. The Village may amend or terminate its offering of deferred compensation programs at any time, to the extent permitted by law.

5.09 Vacation Pay Upon Termination, Resignation or Retirement

Vacation Pay will be prorated based upon a new employee's date of hire. For example, if an employee is hired on July 1 of a year, after one month of employment, they will be entitled to 5 days or 40 hours of vacation leave for use during the remainder of that calendar year. Upon January 1 of the following year, an employee will be allotted 11 days/88 hours of vacation leave reflective of having one year of service as of the new calendar year. ~~Vacations are deemed earned in one anniversary year for use in the subsequent anniversary year.~~ In case of termination (except

for policy or rule violation) with proper notice of resignation or retirement, an employee ~~who has completed at least one year of service~~ will be paid for any unused vacation time. ~~accrued vacation time on the last anniversary date based on the ratio of the number of months worked in the subsequent anniversary year up to twelve (12).~~

Employees included in the Collective Bargaining Agreement shall consult the current contract for applicable vacation pay upon termination, resignation or retirement policy.

5.10 Work-Related Injury or Illness

If a full-time Village employee sustains an injury or illness covered by Wisconsin's Worker's Compensation Act (generally, an injury or illness which occurred while the employee was performing his/her job and which arose out of the job), then the Village, for a maximum of six (6) months, will grant the employee full pay for each full workday missed because of such an injury or illness. Pay will be granted only to the extent that the employee promptly endorses and delivers to the **Treasurer/HR Assistant**, each check issued to the employee under the Worker's Compensation Act. After six months, the employee may be entitled to use any sick leave pay for which the employee is eligible, to the extent necessary to allow the employee (who may also be receiving worker's compensation pay) to reach full pay for each full workday missed. For example, if an employee's worker's compensation payment for a given day is equal to one-half of a regular day's pay, an employee may receive one-half day's sick pay for that day, to the extent the employee is and remains eligible for sick pay.

In the event an employee suffers an injury or illness that prevents them from doing their pre-injury/illness job duty, the Village employee may be eligible for temporary reassignment pursuant to the Village's Restricted/Modified Duty Policy.

5.11 Employee Assistance Program (EAP) Policy for Employees and Family Members

The Village of Jackson will provide confidential and voluntary assistance through its employee assistance program (EAP) to all Police Department employees, Fire Department employees, and all other full-time or permanent part-time employees of the Village. Department Supervisors may choose to add additional employees to the program, subject to written approval by the Village Administrator. The EAP shall be available to all eligible employees and their family members which may assist those who may be faced with challenges of financial concerns, legal issues, alcohol or drug problems, marital problems, illness of a family member, emotional worries, childcare problems, etc. For the welfare of employees as well as for effective business operations, The Village of Jackson encourages its employees to take advantage of this valuable benefit administered by Advocate Aurora (**insert phone number/email**).

5.12 Employee Recognition Program Policy

The Village values contributions, knowledge, and experience of long-term employees. In appreciation of this dedicated service, the Village recognizes employees as they reach milestone

anniversaries of employment. Full-time employees become eligible for a service award in the year in which they complete five, 10, 15, 20, 25, 30, 35, and 40 years of service.

Five years of service - \$25.00

25 years of service - \$125.00

10 years of service - \$50.00

30 years of service - \$150.00

15 years of service - \$75.00

35 years of service - \$175.00

20 years of service - \$100.00

40 years of service - \$200.00

SECTION 5: EMPLOYEE BENEFITS

5.01 Cell Phones, Clothing Allowance, Additional Expenses

1. Cell Phones - All Department Heads are required to utilize a Village issued cell phone for the purpose of managing employees and conducting Village business during or outside of normal working hours. A Village issued cell phone may also be available to Department Supervisors, as approved by their respective Department Head. In these instances, the support staff member to the Department Head may be required to correspond with employees, constituents, or contractors while away from a worksite. Use of Village issued cell phones, whether on- or off- duty, shall adhere to the computer/equipment use policy found in Section 1, General Personnel Policies, and all other Village policies.
2. Clothing Reimbursement/Allowance - Employees may be required to report for duty in clothing that is either considered a uniform or protective clothing. Employees should consult with their Immediate Supervisor to understand these requirements. Reimbursements provided by the Village may be terminated at any time without notice.
 - a. For employees working for the Department of Public Works, a predetermined dollar amount may be annually available to employees for reimbursements for the purchase of approved work-related clothing and footwear. The allowance will be appropriately prorated for a new employee. Funding is subject to the annual budget review process. Upon budget approval, the Director of Public Works shall provide an annual memo to the Treasurer/HR Assistant reflecting the amount of funds available to employees for reimbursement for specific items, to be authorized for reimbursement by the Director of Public Works.
 - b. The Village may provide uniforms to employees within the Police and Fire Departments, as approved through the annual budget process and administered respectively by the Police Chief and Fire Chief.
 - c. The Parks and Recreation Department provides apparel to employees for the purpose of employee identification at events and recreation department programming. Funding is subject to the annual budget review process and administered by the Parks and Recreation Director.
 - d. From time to time, other clothing purchases may be permitted, subject to budgetary approvals granted by the Village Board.
3. Other Expenses Reimbursed - The Village may, at its discretion, reimburse an employee for other expenses, but only to the extent that such expenses: (1) have been incurred by the employee in the performance of necessary Village business; (2) have, prior to being incurred, been submitted in itemized, written form by the employee to the employee's Department Head as projected costs; or (3) have, prior to being incurred, been expressly approved by the Department Head.

5.02 COBRA Policy

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health and dental insurance coverage under the Village's plans when a "qualifying event" would normally result in the loss of eligibility. Under COBRA, the employee or beneficiary pays the full cost of coverage at the Village's group rates. Written notice of COBRA rights and obligations is provided to employees whenever such notice is required by law.

5.03 Flexible Benefits Plan

Employees enrolled in the Village health plan have deductions taken through payroll on a pre-tax basis. In addition, the Village offers a flexible spending account plan providing pre-tax spending accounts. Two accounts are available:

1. Health Care Account – Employees decide how many payroll dollars for the plan year will be directed on a pre-tax basis to this account to pay for reimbursement of health care expenses that would otherwise be paid out of pocket on an after-tax basis. This money may be used during the year for deductibles and co-insurance, prescription drugs, prescription eyeglasses or contact lenses, and other approved medical expenses.
2. Dependent Day Care Account – Employees decide how many payroll dollars will go into this account on a pre-tax basis to pay day care expenses while the employee is at work.

The funds designated for these two accounts are exempt from Federal, State, and FICA taxes. The employee pays no tax on the funds deposited to the account, nor does the employee owe tax when they are paid to the employee. Employees must enroll in these accounts on or about December 1 for the entire year (January 1 – December 31). Under Federal law, money remaining in the account at the end of the year exceeding the annual carryover maximum is forfeited (not returned to the employee) to the Village to offset medical plan costs. Please contact the Village Treasurer/HR Assistant for further information.

5.04 Health Insurance

The Village provides eligible full-time employees with a health insurance plan. The Village currently pays an amount equal to eighty-eight (88) percent of the premium for the lowest cost health insurance plan offered by the Wisconsin Department of Employee Trust Funds (ETF) for the Southeast Region of Wisconsin. The employee pays twelve (12) percent of the premium through a bi-weekly payroll deduction. The Village Board may revisit the percentage of the employer contribution on an annual basis, or as otherwise deemed necessary by the Village Board, and reserves the right to adjust the amount from time to time. The Village shall also offer eligible employees access to a stipend in lieu of enrolling in the Village health insurance plan. The stipend shall be an amount equal to twenty (20) percent of the Village's portion of an employee's annual health benefit premium, rounded to the nearest \$25. An employee is eligible for opt-out pay for the Village's insurance plan level (i.e., family, single, etc.) based on the insurance plan level they qualify for. The incentive payments will be made monthly as part of the regular payroll

process. If the employee returns to the Village's health plan, then the opt-out benefit will cease immediately.

An employer paid contribution to health insurance will be offered to part-time employees under the following circumstances.

1. If the part-time employee has worked sufficient hours to meet the requirements of the Wisconsin Retirement System and currently has a WRS contribution made by the Village, the Village will pay:
 - a. 25% of the premium of the lowest priced plan available in the Southeast Region of Wisconsin if the part-time employee works less than 1,200 hours in a rolling twelve (12) month period. Hours averaging under 23 per week the Village pays 25% of premiums and the Employee pays 75%.
 - b. 50% of the premium of the lowest priced plan available in the Southeast Region of Wisconsin if the part-time employee works more than 1,200 hours in a rolling twelve (12) month period. Hours averaging over 24 per week the Village pays 50% of premiums and the Employee pays 50%.
2. No health insurance premium contribution will be offered to part-time employees who are not in the WRS system.

Employees, retirees, and their spouses who participate in the Village's Group Health Insurance program have access to the Well Wisconsin program. The Well Wisconsin program provides tools and resources to help participants set health and well-being goals, track progress, stay motivated, and earn incentives. For more information on how to participate please go to <https://webmdhealth.com/wellwisconsin>

The Village may, in its sole discretion, change insurers.

Employees whose current employment with the Village ceases or who otherwise experience a "qualifying event" generally will, as provided by law, become eligible to continue insurance. The individual employee is responsible for all premium costs associated with continuation of insurance following a "qualifying event."

Employees must notify the Village Treasurer/HR Assistant of any status changes, address changes, etc. More information on insurance and insurance continuation may be obtained from the Village Treasurer/HR Assistant.

5.05 Income Continuation Insurance

The Village of Jackson will offer full-time employees the Wisconsin Public Employers Income Continuation Insurance Program authorized by Wis. Stats. § 40.61. The Village will pay the total premium for the policy with the one hundred eighty day (180) waiting period. The Village will also pay 100% of the 180-day waiting period for a part-time employee after a six-month enrollment period in WRS. If an employee wishes to have a shorter waiting period, he/she must pay the additional premium required.

5.06 Life Insurance

The Village of Jackson will provide basic group life insurance coverage for full-time employees under the State Plan administered by the State Group Insurance Board. The Village also provides 100% of basic life insurance coverage for part-time employees after a six-month enrollment period in WRS. Any additional coverage is paid entirely by the employee. To the extent permitted by law, the Village reserves the right to cease the provision of this benefit at its sole discretion with or without notice.

5.07 Retirement Contributions

The Village participates in the Wisconsin Retirement System (WRS), which provides retirement benefits for eligible employees. The eligibility requirements for participation in the Wisconsin Retirement System are determined by state law. All eligible employees will be covered under the WRS. The Village shall pay only that portion of the Wisconsin Retirement System contribution that it is legally required to pay by statute and each employee shall pay the remainder of that employee's contributions to the WRS. Said contributions shall be made by a reduction in salary and, for tax purposes, shall be considered employer contributions under the Internal Revenue Code Section 414(h)(2).

Regarding part-time employees, effective July 1st, 2011, the Village will contribute to the WRS on behalf of newly hired part-time employees only after the employee has met the eligibility requirements of the WRS. These requirements are currently set at 1,200 hours worked during a rolling twelve (12) month period. For those part-time employees currently in the WRS system, the Village will pay the employer's portion of the retirement contribution and the employee will pay the employee contribution through a payroll deduction.

5.08 Deferred Compensation

The Village of Jackson offers two (2) deferred compensation plans to supplement an employee's retirement income. Participation in the program is voluntary, subject to the terms of the applicable plan, and is 100% funded by the employee through payroll deductions in an amount authorized by each participant. Plan and enrollment information can be obtained from the Treasurer/HR Assistant. The Village may amend or terminate its offering of deferred compensation programs at any time, to the extent permitted by law.

5.09 Vacation Pay Upon Termination, Resignation or Retirement

Vacation Pay will be prorated based upon a new employee's date of hire. For example, if an employee is hired on July 1 of a year, after one month of employment, they will be entitled to 5 days or 40 hours of vacation leave for use during the remainder of that calendar year. Upon January 1 of the following year, an employee will be allotted 11 days/88 hours of vacation leave reflective of having one year of service as of the new calendar year. In case of termination (except

for policy or rule violation) with proper notice of resignation or retirement, an employee will be paid for any unused vacation time.

Employees included in the Collective Bargaining Agreement shall consult the current contract for applicable vacation pay upon termination, resignation, or retirement policy.

5.10 Work-Related Injury or Illness

If a full-time Village employee sustains an injury or illness covered by Wisconsin's Worker's Compensation Act (generally, an injury or illness which occurred while the employee was performing his/her job and which arose out of the job), then the Village, for a maximum of six (6) months, will grant the employee full pay for each full workday missed because of such an injury or illness. Pay will be granted only to the extent that the employee promptly endorses and delivers to the Treasurer/HR Assistant, each check issued to the employee under the Worker's Compensation Act. After six months, the employee may be entitled to use any sick leave pay for which the employee is eligible, to the extent necessary to allow the employee (who may also be receiving worker's compensation pay) to reach full pay for each full workday missed. For example, if an employee's worker's compensation payment for a given day is equal to one-half of a regular day's pay, an employee may receive one-half day's sick pay for that day, to the extent the employee is and remains eligible for sick pay.

In the event an employee suffers an injury or illness that prevents them from doing their pre-injury/illness job duty, the Village employee may be eligible for temporary reassignment pursuant to the Village's Restricted/Modified Duty Policy.

5.11 Employee Assistance Program (EAP) Policy for Employees and Family Members

The Village of Jackson will provide confidential and voluntary assistance through its employee assistance program (EAP) to all Police Department employees, Fire Department employees, and all other full-time or permanent part-time employees of the Village. Department Supervisors may choose to add additional employees to the program, subject to written approval by the Village Administrator. The EAP shall be available to all eligible employees and their family members which may assist those who may be faced with challenges of financial concerns, legal issues, alcohol or drug problems, marital problems, illness of a family member, emotional worries, childcare problems, etc. For the welfare of employees as well as for effective business operations, The Village of Jackson encourages its employees to take advantage of this valuable benefit administered by Advocate Aurora ([insert phone number/email](#)).

5.12 Employee Recognition Program Policy

The Village values contributions, knowledge, and experience of long-term employees. In appreciation of this dedicated service, the Village recognizes employees as they reach milestone anniversaries of employment. Full-time employees become eligible for a service award in the year in which they complete five, 10, 15, 20, 25, 30, 35, and 40 years of service.

Five years of service - \$25.00

25 years of service - \$125.00

10 years of service - \$50.00

30 years of service - \$150.00

15 years of service - \$75.00

35 years of service - \$175.00

20 years of service - \$100.00

40 years of service - \$200.00