

**HAZEL GREEN PERSONNEL COMMITTEE MEETING
OCTOBER 24, 2016**

President Dale Leifker called the meeting to order at 6:30 p.m. Proof of publication: notices were posted at the Bank, Post Office, Village Hall and all the Trustees were notified by mailing of the agenda.

Trustees present: Becky Lee and Dave Jegerlehner

Employees present: John Berning and Sonia Burkholder

Citizens present: Robert Hessling & Chris Lisk

Public Input: None

DISCUSS JOB DESCRIPTION/REQUIREMENTS FOR THE UTILITY DEPARTMENT. Dave Jegerlehner made the motion to recommend using the qualification sheet already written for the positions. Deleting #1 (electric school) for the Water and Sewer position.

Must attend electric school/or have required training (requires signing contract), Obtain water and sewer licenses at a later date, Attend required continuing education to keep all licenses current, Be able to operate small to large equipment and vehicles, Must have valid driver's license, Must be able to obtain a CDL within 6 months, Must have high school diploma or GED equivalent, Must pass background check, Knowledge of equipment/vehicle maintenance, Must have good disposition with public, Be able to work in waste water plant environment, Must be able to walk long distances, in the elements, for long periods of time (read meters), Must be willing to work weekends and holidays (3 hrs/day – weekend plant duty, rotation), Expect to be called out for emergencies (electric, water, sewer), Must be able to work in the elements, Must not have a fear of heights and/or confined spaces, Will be subjected to pre-employment and random drug test, Will be subject to pre-employment physical, Will be subject to pre-employment testing, Must be able to do paperwork efficiently and accurately, file computerized reports for state and federal regulations and adhere to deadlines, Willing to attend board/committee meetings when necessary, Assist with mutual aid for surrounding communities, if qualified, Must adhere to all safety training procedures, Must read and sign employee policy manual.

Testing requirement is still a question to whether that should be done or if the Committee even wants it done. A \$20.00 hourly base rate for the Electric position and an \$18.00 hourly base for the Water/Sewer position plus more for experience. Motion seconded by Becky Lee. Becky Lee-yes, Dave Jegerlehner-yes, and Dale Leifker-yes. Motion approved 3-0.

Trustee Dave Jegerlehner made the motion to adjourn the meeting at 7:00 p.m. Trustee Becky Lee seconded the motion. The Committee approved.

Sonia Burkholder
Deputy-clerk