



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final

Human Resources & Information Technology Committee

Wednesday, January 6, 2021

6:45 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

4. Public Hearings/Apearances

5. Action Items

[21-0004](#)

Request to approve Utilities Department to convert a 1.0 fte Solids Operator to a 1.0 fte Utility Worker.

Attachments: [Utilities TO change request.pdf](#)

[Utilities TO 1-6-21.pdf](#)

6. Information Items

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

Questions on agenda contact Director Matz at 920-832-6426.



"...meeting community needs...enhancing quality of life."

Department of Utilities
Wastewater Treatment Plant
2006 E Newberry Street
Appleton, WI 54915-3128
920-832-5945 tel.
920-832-5949 fax

To: Chairperson Thao and members of the Human Resources Committee
Copy: Chairperson Meltzer and members of the Utilities Committee.

From: Utilities Director Chris Shaw

Date: December 18, 2020

Subject: ***Request to approve Utilities Department Table of Organization Change***

The Utilities Department staff constantly reviews processes, programs and the organizational structure of the department to ensure water and wastewater treatment services are the most efficient achievable. The current wastewater solids operators have modified dewatering treatment to allow for increased production without the loss of treatment effectiveness. This process change has occurred over time with trial and error operations to produce this positive effect. To this end, I would like to recognize the department staff that have modified existing operations and are in support of the recommendation for a table of organization change. The organizational recommendation is as follows:

- Convert one Solids Operator position to a Utility Worker

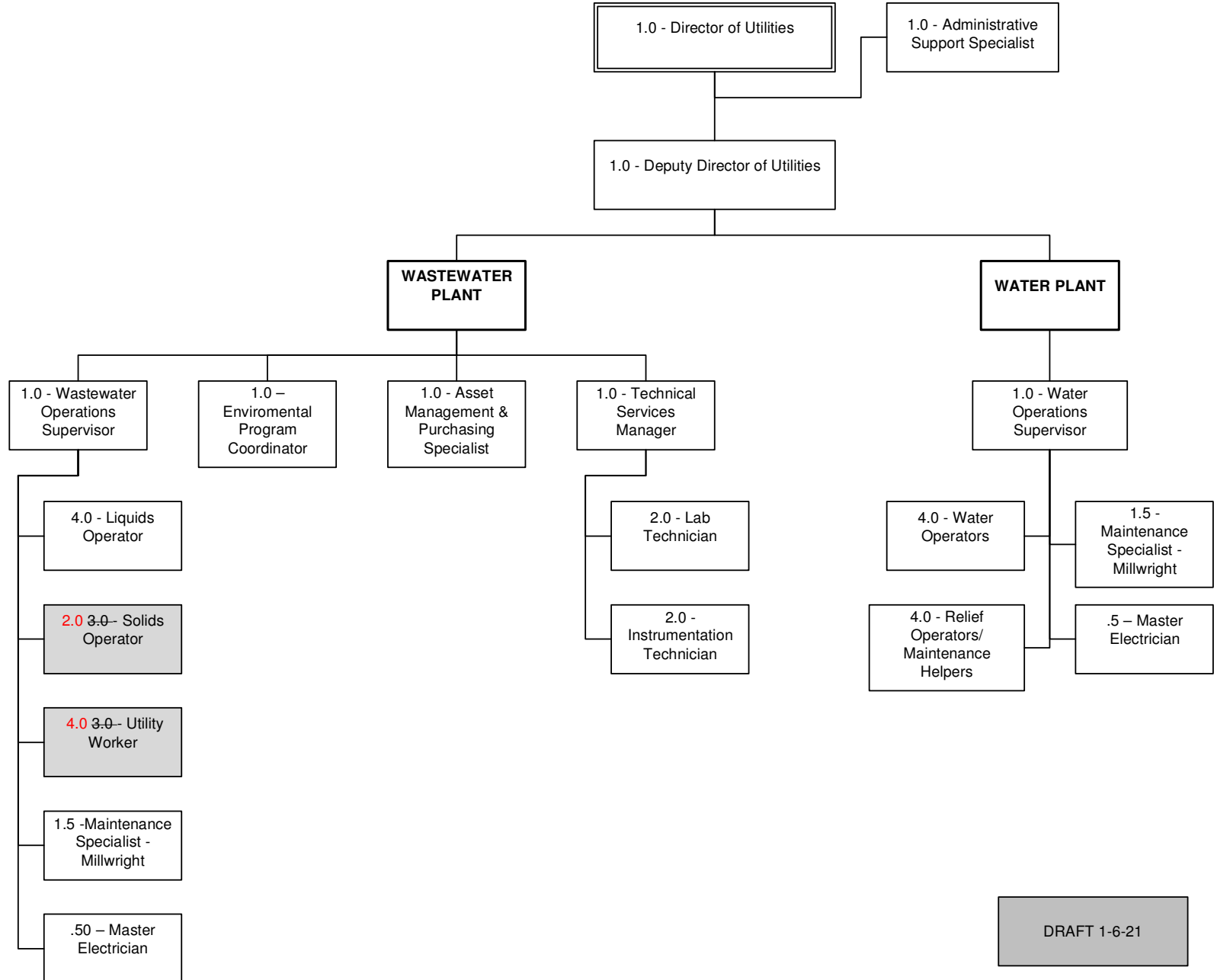
Background:

The solids operation is currently performed with three solids operators scheduled on five, eight-hour shifts. Due to their increased production, the staff and I feel that one day of production can be eliminated (24 hours of production). The solids operator schedule would be modified as follows: The remaining two solids operators would work a modified work week of four, ten-hour days. This schedule would allow for continuous operations during the work week. This schedule would eliminate starting and stopping of the equipment. Continuous dewatering operations is the most cost-effective mode of operation by maximizing solids production with the least amount of energy and chemical addition. This proposed solids operator schedule would need to be supplemented with a utility worker (16 hours of production) for the solids operator, four-day production work week.

The current utility worker pool consists of three employees. These employees provide fill-in for staff on leave in operations and the laboratory while also providing maintenance activities throughout the plant. The Utility worker workload has not been achievable due to an increased need to attend to aging equipment and providing additional support for new permit

requirements. Having an additional utility worker would provide the 16-hour support for the proposed solids operator schedule and provide the balance of labor to reduce the back load of work in both operations and maintenance divisions.

Both the utility worker and solids operator positions are supervised by the Wastewater Operations Supervisor. Consequently, there would not be a change in supervisory roles other than the number supervised in each job classification.



DRAFT 1-6-21