

City of Cudahy • Personnel Committee
5050 S. Lake Drive, Cudahy, WI 53110
Phone: (414) 769-2203
Email: Schisselm@ci.cudahy.wi.us
Web Site: www.cudahy-wi.gov

November 25, 2014

A meeting of the **Personnel Committee** of the City of Cudahy has been scheduled for **Tuesday, December 2, 2014 at 6:30 P.M.** at the City of Cudahy Municipal Building at 5050 S. Lake Drive, Cudahy, WI 53110.

Call to Order, Statement of Public Notice, and Roll Call

AGENDA

Old Business

New Business

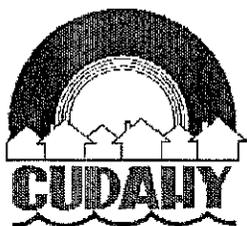
1. Discussion and necessary action regarding approval of replacement of Police Officer due to retirement.
2. Discussion and necessary action regarding creation of Interim Plumbing Inspector position.
3. Adjourn.

Your presence is requested.

Mary Schissel /s/Chairman
cc: Aldermen, Mayor, Police Chief,
Clerk, Comptroller, Economic Dev. Director
City Attorney, Press and Posting

Public Notice

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public meetings who have a qualifying disability under the Americans with Disabilities Act. Requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the Cudahy City Clerk at (414) 769-2204. The meeting room is wheelchair accessible from the west entrance on S. Lake Drive.



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November 20, 2014

Tom Poellot
Chief of Police
Cudahy Police Department
5050 S Lake Drive
Cudahy, WI 53110

Dear Chief Poellot:

I would like to inform you that I am retiring from my position with the Cudahy Police Department, effective January 24, 2015.

Thank you for the opportunities that you have provided me over the years. You have been a great leader and have instituted many positive changes for this department. I can say with all sincerity that I am glad that you came along when you did in my career.

While I look forward to my retirement, I will never forget the tremendous amount of help and support that I have received over the years no matter what problem or question I had. The people here have always been wonderful to work with. Law enforcement can be a very challenging and at times, a very stressful occupation. I strongly believe that, along with family, had it not been for my co-workers, including officers, detectives, command, dispatch and clerical staff, I am not sure I would have lasted as long as I did. In many cases, it was only through their undying support, help and companionship that got me through countless tough days and nights. I will always treasure that and never forget it.

Thank you again and I wish you and the department all the best.

Sincerely,

A handwritten signature in black ink that reads "James F. Karweik". The signature is written in a cursive style with a large initial "J" and "K".

James F Karweik

CITY OF CUDAHY JOB DESCRIPTION

INTERIM PLUMBING INSPECTOR DEPARTMENT OF ECONOMIC DEVELOPMENT, INSPECTIONS & ZONING

NOTE: THIS IS A TEMPORARY, SHORT TERM, PART TIME POSITION

REPORTS TO: Chief Building Inspector

GENERAL DUTIES: Enforce all State and Municipal plumbing codes in the City of Cudahy and provide inspection services as required.

COMPENSATION: A \$500 retainer is provided upon commencement of service. \$30 per inspection. No benefits are provided under this position. Fleet vehicles are provided to inspection personnel with valid Wisconsin driver's license.

HOURS: Tuesdays and Thursdays with scheduling coordinated through the Department office. No more than 20 hours per week shall be authorized. Duration of the position shall be determined by Department needs and the position shall terminate upon hiring of a full time plumbing inspector.

ESSENTIAL FUNCTIONS: INTERIM PLUMBING INSPECTOR

- 1) Effectively and consistently enforce State and Municipal plumbing codes through plan review and inspection; prepare reports and maintain records.
- 2) Investigate and initiate necessary action to prosecute for failure to comply with State and Municipal plumbing codes.
- 3) Inspect plans; new construction and/or alterations for compliance with State and Municipal plumbing codes.
- 4) Provides cross-connection inspections and well enforcement for the Water Utility Department.
- 5) Provides sanitary clear-water compliance inspections for the Public Works Department.
- 6) Issue/process all plumbing, water, well and wastewater permits; assist applicants in compliance efforts with State and Municipal plumbing codes as necessary.
- 7) Maintain accurate daily records, individual inspection reports.
- 8) Ability to respond to emergency situations is desired.

ENVIRONMENTAL/WORKING CONDITIONS OF POSITION

- 1) Inside working environment; may be exposed to extreme heat or cold on occasion.
- 2) May be exposed to building/electrical hazards.
- 3) Aerial platform - heights to 50 ft.

EQUIPMENT USED

- 1) Standard office equipment including calculator, copy machine, computer terminal and fax machine.
- 2) Technical equipment including camera, measuring devices and electrical testing equipment.
- 3) Hand tools including hammers, wrenches, screwdrivers, shovels and brooms.
- 4) Automobile or truck.
- 5) Use of personal protective equipment including steel-tip boots, hearing and eye protection and occasionally head protection.

EDUCATION/EXPERIENCE/LICENSE/CERTIFICATION REQUIREMENTS

Required: Certification by the State of Wisconsin, Safety and Professional Services in the following:

- Commercial Plumbing Inspector per SPS 305.625
- UDC -- Plumbing Inspector per SPS 305.63

And

- Valid Wisconsin driver's license.

AGE: 18 years of age or older.

CITIZENSHIP AND RESIDENCY: Applicants must be United States citizen. The probationary period will be for a period of six months.