

Marcon, JoAnn

From: Aspenson, Katie
Sent: Friday, September 14, 2018 2:28 PM
To: Wick, Dan; Holter, Jarrod; Rindfleisch, Eric
Subject: RE: Onalaska Great River Landing

Hi Dan, Jarrod, & Eric:

I reached out to the WDNR to discuss floodplain zoning and with our legal counsel concerning the structure as it stands today.

Option 1: The structure is considered “non-conforming”. In order to determine the amount of funding that may go into the structure, an appraisal would need to be completed and up to fifty (50) percent of the value may be rehabilitated. Building permit(s) would be required prior to construction activities.

Option 2: The existing structure may be removed with a Demolition Permit and another structure may be installed provided the following occur: 1) Obtain a Conditional Use Permit.
2) Obtain a building permit prior to construction.
3) Building may not be located in the Floodway, it may only be constructed in the Flood Fringe District.
4) The first floor of the structure would need to be filled to floodplain elevation and any mechanicals would need to be installed at 2 feet above floodplain elevation.
5) Building would be considered an “accessory structure” for use of storage of materials - provided they are not flammable – kayak, fishing equipment, etc.

The WDNR does not issue permits for structures in the flood fringe, rather they are a review body if the City should wish to utilize them to review permits/plans/etc.

If you have any other questions, please let me know.

Thank you,

Katie

Katie Aspenson, AICP
Planner | Zoning Inspector
City of Onalaska
415 Main Street
Onalaska, WI 54650
P: 608-781-9590
F: 608-781-9506
E: kaspenson@cityofonalaska.com

From: Wick, Dan
Sent: Thursday, August 30, 2018 10:25 AM
To: Aspenson, Katie
Subject: FW: Onalaska Great River Landing

Can we discuss

Dan

Daniel D. Wick
Director of Parks and Recreation
City of Onalaska
608-781-9560

From: Hase, Michelle M - DNR [<mailto:Michelle.Hase@wisconsin.gov>]
Sent: Thursday, August 30, 2018 10:10 AM
To: Pappas, Ryan J - DNR; Wick, Dan
Subject: RE: Onalaska Great River Landing

Good morning Dan,

Ryan is correct, you will need to work with City Zoning to meet minimum floodplain development standards, if the structure is within the floodplain. Please let me know if you have any questions as you move forward. Michelle~

We are committed to service excellence.

Visit our survey at <http://dnr.wi.gov/customersurvey> to evaluate how I did.

Michelle Hase, P.E.
Phone: (262) 574-2127
michelle.hase@wi.gov

From: Pappas, Ryan J - DNR
Sent: Tuesday, August 28, 2018 10:16 AM
To: Wick, Dan <dwick@onalaskawi.gov>
Cc: Hase, Michelle M - DNR <Michelle.Hase@wisconsin.gov>
Subject: RE: Onalaska Great River Landing

Dan,

The old cottage sits in the mapped floodplain or floodway right? This sounds like a floodplain related question so I will give you the name of the DNR water management engineer for La Crosse County. (CC'd and contact info below)

If the cottage is in the mapped floodplain, you may likely need to discuss with the city of Onalaska's zoning administrator also in those conversations. This might be a good first step. (from database I have, this might be Brea Grace? 608-781-9590)

Michelle Hase
262-574-2127
DNR Water Management Engineer

Please let me know if there was a different question you had about the structure.

Thanks and have a great day!

Ryan Pappas

We are committed to service excellence.

Visit our survey at <http://dnr.wi.gov/customersurvey> to evaluate how I did.

Ryan Pappas

Phone: (608) 785-9010

Ryan.Pappas@wisconsin.gov

From: Wick, Dan <dwick@onalaskawi.gov>

Sent: Tuesday, August 28, 2018 8:42 AM

To: Pappas, Ryan J - DNR <Ryan.Pappas@wisconsin.gov>

Subject: Onalaska Great River Landing

Ryan,

Looking for some direction. The City of Onalaska owns the old cottage that sits down along the Black River. We are considering a number of things from improving it to taking it down with the potential of adding a different structure in its place, but I'm not sure if we can. Who would be the correct person to speak to.

Dan

Daniel D. Wick

Director of Parks and Recreation

City of Onalaska

608-781-9560

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CITY OF ONALASKA

Grade 21

Position: Buildings Manager**Location:** City Hall/Omni Center**Page:** 1 of 3**Department:** Parks & Recreation**Supervisor:** Parks & Recreation Director**Classification:** Salaried Exempt

Approved by F & P Committee:

Approved by Council: 2/25/13

Under the general supervision of the Parks & Recreation Director, an employee in this position performs tasks in the direction and coordination of the maintenance, repair, construction, improvement and upkeep of all City buildings, parking lots and equipment and maintenance operations. This position develops short and long term planning, managing maintenance service contracts, adherence to safe work practices and facility compliance with all appropriate laws. Work is done according to established guidelines and the verbal and written instructions of an immediate supervisor; however, the employee exercises independent judgment and discretion in the management of the buildings and other properties. Work is reviewed for accuracy and adherence to established procedure by the supervising authority.

ESSENTIAL JOB FUNCTIONS:

Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in this position.

- A. Supervises and directs the maintenance activities of the City's buildings department. Supervises and coordinates the maintenance of buildings at City Hall, Omni Center, Public Works, Library and Tourism.
- B. Supervises the care and maintenance of buildings and equipment under the jurisdiction of the City.
- C. Oversees the hiring, supervising, training, motivating, evaluating, disciplining, scheduling and layout of work for employees assigned to the buildings department.
- D. Oversees the operation and maintenance of all equipment such as heating, ventilating, air conditioning, and plumbing equipment in all buildings. Develops and performs routine preventative maintenance tasks on heating, electrical, air conditioning and plumbing equipment for the purpose of ensuring equipment is in proper working condition.
- E. Supervises the overall acquisition of various cleaning materials, such as waxes, solutions for stripping, wall and window cleaners, and other products needed to keep buildings clean.
- F. Advises and consults in the drawing of specifications for all major projects regarding buildings under the jurisdiction of the City.
- G. Prepares budgets for capital improvements and equipment for all area under the buildings department.
- H. Prepares written materials (work orders, requisitions, evaluations, personnel records, inspection records, snow removal records, etc) for the purpose of documenting activities, providing written support and/or conveying information.
- I. Maintains manual and electronic documents, files and records (e.g. inspection records, work orders, and requisition, etc.) for the purpose of documenting maintenance activities and ensuring an up-to-date reference.
- J. Prepares maintenance reports and activities of the assigned areas of responsibility as requested or required. Maintains maintenance logs.
- K. Manage contracts for maintenance services provided by outside vendors as required. Constructs, assembles, repairs, installs and renovates park facilities including buildings, pavilions, restrooms, playgrounds, skate parks, fences, signs, picnic tables, benches, trails, steps, ramps, guard posts and rails, etc.
- L. Prepares and coordinates ice arena assembly to include: maintenance, shaving and flooding the ice arena, and painting of the ice arena. Assists in the training, operation and maintenance of the Zamboni.
- M. Estimates time and material cost for the purpose of providing necessary information for making decisions and/or taking appropriate action.
- N. Participate in meetings for the purpose of conveying and/or receiving information required to perform functions.

CITY OF ONALASKA

Position: Buildings Manager
Location: City Hall/Omni Center
Page: 2 of 3

Department: Parks & Recreation
Supervisor: Parks & Recreation Director
Classification: Salaried Exempt

Approved by F & P Committee:

Approved by Council: 2/25/13

RELATED JOB FUNCTIONS:

- A. Serves on the City's Safety Committee.
- B. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested.
- C. May assist staff with maintenance and building repair or improvement projects.
- D. Other duties as requested or assigned.

REQUIREMENTS OF WORK (KNOWLEDGE, SKILLS AND ABILITIES):

- A. Considerable knowledge of and experience with Computerized Building Automation Control Systems; considerable knowledge of computerized building operations equipment and maintenance equipment, surveillance camera equipment, and building cleaning equipment.
- B. Working knowledge of heating, ventilating, air conditioning, and plumbing equipment.
- C. Working knowledge of various types of construction trades and associated tools, such as electrical, carpentry, painting and masonry.
- D. Considerable knowledge of administrative and management techniques and resources.
- E. Ability to operate, maintain, and repair HVAC, electrical and electronic control systems, and basic plumbing; ability to perform construction and mechanical maintenance and repair duties.
- F. Ability to plan, organize, coordinate, train, manage and supervise the work of subordinates.
- G. Ability to develop and maintain records of activities and drafting reports, including development and implementation of computerized database for scheduled building maintenance & repairs.
- H. Ability to specify and develop bids for building purchases.
- I. Ability to follow complex oral and written instructions and interpret regulations governing the operation of various buildings and grounds.
- J. Ability to act independently to preserve, protect, and maintain City buildings and property especially in times of emergency. Ability to work on own with little or no supervision, and to understand and carry out oral or written instructions.
- K. Ability to budget and coordinate projects City-wide for City buildings and grounds.
- L. Knowledge of occupational hazards and safe work practices.
- M. Knowledge and ability to perform daily maintenance and servicing of vehicles and equipment, and schedule vehicles and equipment for repairs and maintenance; ability to maintain accurate and complete records.
- N. Good oral and written communications skills.
- O. Ability to perform manual labor for extended periods and to withstand exposure to variable weather conditions.
- P. Ability to maintain a professional demeanor and establish effective working relationships with associates, volunteers, staff and public; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS

- A. Graduation from an accredited college or university with emphasis on building maintenance, public facility management, architecture or other associated discipline, or 7 years of progressively responsible experience in building systems and maintenance. Additional training with basic carpentry, electrical skills, and plumbing/heating skills preferred.

CITY OF ONALASKA

Position: Buildings Manager
Location: City Hall/Omni Center
Page: 3 of 3

Department: Parks & Recreation
Supervisor: Parks & Recreation Director
Classification: Salaried Exempt

Approved by F & P Committee:
 Approved by Council: 2/25/13

- B. Three (3) years of supervisory experience in large building management.
- C. Experience to include computerized building automation control functions.
- D. Experience operating various types of equipment and tools including but not limited to: power mowers, power trimmers, sprayers, chainsaws, trucks, tractors, power snow blowers and hand tools.
- E. Valid driver's license with good driving record.

PHYSICAL REQUIREMENTS:

1. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve frequent lifting, carrying, pushing and pulling.
2. Ability to exert moderate, short, to intermittent use of force with subjects and ability to react with sudden movements which may involve heavy to very heavy demands.
3. Frequent bending and twisting.
4. Reaching shoulder height and above to do overhead work.
5. Lift, push, and pull objects up to 100 pounds in weight.
6. Carrying objects of varying weights and shapes.
7. Standing and/or walking up to eight (8) hours daily.
8. Ability to climb to various heights.
9. Physical ability to use power tools, trucks, tractors and power equipment.
10. Percentages of time sitting, standing, and walking may vary depending on the task performed and the time of year.

Percent of 8 Hour Day:

	67 – 100 Consistent	34 – 66 Frequent	6 – 33 Occasionally	0 – 5 Rarely
Sedentary - 0 – 10# max			●	
Light - Freq. to 10# -20#max	●			
Medium - Freq. to 25#-50# max		●		
Heavy - Freq. to 50#-100# max			●	
Very Heavy - Freq. over 50+# - 100+#				●

 Signature of Employee

 Date

 Signature of Employer

 Date

CITY OF ONALASKA

Grade 15

Position: Buildings Supervisor - Omni
Location: Omni Center
Page: 1 of 3

Department: Parks & Recreation
Supervisor: Buildings Manager
Classification: Salaried Exempt

Approved by F & P Committee:
 Approved by Council: 2/25/13

Under the general direction of the Buildings Manager, an employee in this classification performs tasks in the maintenance, repair, and set-up of the Omni Center Facility. Work is done according to established guidelines and the verbal and written instructions of the immediate supervisor; however, the employee uses discretion in identifying and completing necessary maintenance and repair tasks. Work is reviewed for accuracy and adherence to established procedure by the supervisory authority.

ESSENTIAL JOB FUNCTIONS:

Any one position may not include all the duties listed, nor do the examples listed in their relative order of importance include all the duties that may be found in positions of the like. Other duties may be required and assigned.

- A. Conducts/supervises the operation and maintenance of City buildings to ensure the facilities are usable, safe, and in good repair. Duties include but are not limited to mopping; sweeping and burnishing floors; picking up trash; checking fire extinguishers; cleaning restrooms, offices, and office fixtures.
- B. Review schedule and schedule maintenance workers to ensure adequate coverage.
- C. Ensure proper training of workers has been done in relation to safety issues, building operations, Hazard Communication, and emergency evacuation.
- D. Review and maintain Material Safety Data Books and maintain all maintenance products in compliance with Safety and Buildings Division/OSHA standards.
- E. Ensure that the hourly ice rental and resurfacing schedules are maintained daily and during the ice season, that proper ice conditions are maintained and monitored and recorded including edging, flooding, and resurfacing.
- F. Conducts the operation (including start-up and shut-down) and maintenance of building systems, including but not limited to fire protection and sprinkler systems, heating, ventilation, air conditioning, water, power and electricity, phone system, and sewer.
- G. Monitors building activity and implements energy efficiency and cost-savings strategies as appropriate.
- H. Monitors and participates in electrical repairs to City buildings, fixtures, and equipment, including testing circuits to locate problems, replacing switches, outlets, and ballasts, repairing and replacing motors and pumps, installing and repairing exhaust fans, relays, pressure switches, pneumatic/electric devices, and related tasks.
- I. Performs plumbing repairs, such as repairing leaks, unplugging drains, installing fixtures, such as urinals and toilets.
- J. Maintains the interior and exterior of the City buildings through painting, caulking, and weatherproofing as needed, as well as other means that will maintain the integrity of the building.
- K. Monitors and participates in office remodeling projects which may include design and installation of specialized equipment, counter tops, cabinets, etc.
- L. Maintains a preventive maintenance schedule for buildings, maintenance equipment, and building systems, with strict adherence to that schedule. Responsible for the safe operation of maintenance machinery and appliances.
- M. Coordinates set-up and take down of events with the Recreation Supervisor and assists with any event related issues when needed.
- N. Enforce and abide by the rules and safety standards of the OmniCenter.
- O. Inventory and purchase equipment and supplies needed with manager's approval.
- P. Ensure building security each day, including building lock-up and maintaining security devices.
- Q. Keeps abreast on new developments in building and grounds maintenance, including applicable technology advancements.

CITY OF ONALASKA

Grade 15

Position: Buildings Supervisor - Omni
Location: Omni Center
Page: 2 of 3

Department: Parks & Recreation
Supervisor: Buildings Manager
Classification: Salaried Exempt

Approved by F & P Committee:
Approved by Council: 2/25/13

R. Responsible for equipment and task reports monthly, or as requested.

RELATED JOB FUNCTIONS:

- A. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects to be completed as scheduled or requested.
- B. Attend meetings and training sessions authorized by Manager or Director.

REQUIREMENTS OF WORK (KNOWLEDGE, SKILLS, AND ABILITIES):

- A. Knowledge of building construction and plant maintenance. Ability to understand and work from a wide variety of plans, maps, blue prints, and written material.
- B. Knowledge of plumbing, electrical, and mechanical systems with ability to troubleshoot, secure and direct licensed personnel in particular specialties and inspections.
- C. Knowledge of principles and techniques used in the operation, maintenance, construction and repair of ice arenas and recreation facilities.
- D. Knowledge of electrical installation and operations.
- E. Ability to read, understand, and effectively carry out written and oral instructions.
- F. Knowledge and ability to operate various types of equipment and tools including but not limited to: forklifts, platform lifts, motor vehicles, power hand tools, power snow blowers and hand tools.
- G. Ability to troubleshoot plumbing, electrical, carpentry, ice arena and mechanical problems and repair problem or notify Supervisor and authorized contractors to repair problems.
- H. Knowledge of occupational hazards, MSDS material, and safe work practices.
- I. Ability to maintain accurate and complete records daily.
- J. Ability to work on own with little or no supervision, and to understand and carry out oral or written instructions.
- K. Ability to perform construction and mechanical maintenance and repair duties.
- L. Knowledge and ability to perform daily maintenance and servicing of vehicles and equipment, and schedule vehicles and equipment for repairs and maintenance.
- M. Good communications skills, both oral and written.
- N. Knowledge of basic computer operating systems and use of Microsoft Office programs.
- O. Knowledge of computerized HVAC control systems (Metasys System).
- P. Ability to perform manual labor for extended periods and to withstand exposure to variable weather conditions.
- Q. Ability to maintain a professional demeanor and establish effective working relationships with associates, volunteers, staff and public; have the ability to calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; ability to concentrate for extended periods of time and be flexible.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Associate degree in building maintenance or related field; or equivalent work experience required. Three (3) to five (5) years maintenance experience in an ice arena or related facility; supervisory experience preferred.
- B. Valid driver's license and good driving record.
- C. Performs on-call duties for after-hour emergencies, such as reviewing nature of emergency and either performing maintenance repair or contacting appropriate supervisor/staff to resolve the problem.

CITY OF ONALASKA

Grade 15

Position: Buildings Supervisor - Omni
Location: Omni Center
Page: 3 of 3

Department: Parks & Recreation
Supervisor: Buildings Manager
Classification: Salaried Exempt

Approved by F & P Committee:
 Approved by Council: 2/25/13

PHYSICAL REQUIREMENTS:

1. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
2. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.
3. Reaches shoulder height frequently as well as reaches above and below shoulder height.
4. Occasional bending.
5. Ability to sustain prolonged visual concentration
6. Fifteen (15%) percent of workday spent sitting.
7. Fifteen (15%) percent of work day spent walking.
8. Seventy (70%) percent of workday is spent standing.
9. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements, which may involve heavy to very heavy demands.
10. Walking, running, jumping, dodging obstacles, climbing, dragging, pushing/pulling objects.
11. All percentages above could vary, depending upon duties performed that day.
12. Ability to climb ladders and work on a lift to various heights up to 30 feet.
13. Must be able to work in adverse weather conditions, very hot or cold weather conditions.
14. An employee in this position is routinely involved in physical labor and is required to lift maintenance equipment, supplies, construction equipment or other items, which weigh up to 100 pounds. The employee must traverse uneven ground and bend and stoop repetitively. The employee is required to operate heavy equipment, motor vehicles or snow removal equipment for long periods of time.
15. Percentages of time sitting, standing, walking and driving may vary depending on the task performed and the time of year.

Percent of 8 Hour Day

	67 – 100% Consistently	34 – 66% Frequently	6 – 33% Occasionally	0 – 5% Rarely
Sedentary 0 – 10# max	*			
Light Freq. to 10# -20#max		*		
Medium Freq. to 25#-50# max		*		
Heavy Freq. to 50#-100# max			*	
Very Heavy Freq. over 50+# - 100+#			*	

 Signature of Employee

 Date

 Signature of Employer

 Date

CITY OF ONALASKA

Grade 15

Position: Buildings Supervisor

Location: City Hall

Page: 1 of 3

Department: Parks & Recreation

Supervisor: Buildings Manager

Classification: Salaried Exempt

Approved by F & P Committee: 9/4/2002, 11/3/2004, 4/4/2007, 2/2/11

Approved by Council: 9/10/2002, 11/9/2004, 4/10/2007, 2/8/11, 2/25/13

Under supervision of the Buildings Manager, performs the skilled and semi-skilled tasks involving all maintenance of the City Hall, Library, Tourism, Public Works Facility, and other City buildings. Work assignments are received via oral and/or written requests from City staff or the public and are performed according to established guidelines and/or state and federal standards or regulations. Performs assigned duties on a routine basis with limited supervisory review. All work is subject to the inspection of buildings and grounds by the Buildings Manager.

ESSENTIAL JOB FUNCTIONS:

Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in this position. Other duties may be required and assigned.

- A. Conducts/supervises the operation and maintenance of City buildings to ensure the facilities are usable, safe, and in good repair. Duties include but are not limited to mopping; sweeping and burnishing floors; picking up trash; checking fire extinguishers; cleaning restrooms, offices, and office fixtures.
- B. Ensures that all materials are purchased within cost and policy guidelines, and that inventories are properly maintained and controlled.
- C. Ensures accurate employee time records and prepares and supervises the preparation of required reports. Maintains any necessary Safety and Buildings Division/OSHA records.
- D. Supervises part-time building and grounds staff.
- E. Performs grounds maintenance so that areas remain attractive and safe.
- F. Conducts the operation (including start-up and shut-down) and maintenance of building systems, including but not limited to fire protection and sprinkler systems, heating, ventilation, air conditioning, water, power and electricity, phone system, and sewer.
- G. Ensures overall building security and is responsible for locking and unlocking doors as needed.
- H. Monitors building activity and implements energy efficiency and cost-savings strategies as appropriate.
- I. Monitors and participates in electrical repairs to City buildings, fixtures, and equipment, including testing circuits to locate problems, replacing switches, outlets, and ballasts, repairing and replacing motors and pumps, installing and repairing exhaust fans, relays, pressure switches, pneumatic/electric devices, and related tasks.
- J. Monitors and oversees contracted projects to verify adherence to specifications, codes and costs pertaining to building maintenance.
- K. Maintains the interior and exterior of the City buildings through painting, caulking, and weatherproofing as needed, as well as other means that will maintain the integrity of the building.
- L. Monitors and participates in office remodeling projects which may include design and installation of specialized equipment, counter tops, cabinets, etc.
- M. Performs plumbing repairs, such as repairing leaks, unplugging drains, installing fixtures, such as urinals and toilets.
- N. Keeps abreast on new developments in building and grounds maintenance, including applicable technology advancements.
- O. Maintains a preventive maintenance schedule for buildings, maintenance equipment, and building systems, with strict adherence to that schedule. Responsible for the safe operation of maintenance machinery and appliances.
- P. Responsible for equipment and task reports monthly, or as requested.
- Q. Inventory and purchase equipment and supplies needed with manager's approval.

CITY OF ONALASKA

Grade 15

Position: Buildings Supervisor
Location: City Hall
Page: 2 of 3

Department: Parks & Recreation
Supervisor: Buildings Manager
Classification: Salaried Exempt

Approved by F & P Committee: 9/4/2002, 11/3/2004, 4/4/2007, 2/2/11
Approved by Council: 9/10/2002, 11/9/2004, 4/10/2007, 2/8/11, 2/25/13

RELATED JOB FUNCTIONS:

- A. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work or special projects as needed or requested.
- B. Performs other duties as needed or assigned.

REQUIREMENTS OF WORK (KNOWLEDGE, SKILLS, AND ABILITIES):

- A. Knowledge of building construction and plant maintenance. Ability to understand and work from a wide variety of plans, maps, blue prints, and written material.
- B. Knowledge of plumbing, electrical, and mechanical systems with ability to troubleshoot, secure and direct licensed personnel in particular specialties and inspections.
- C. Working knowledge of software packages for maintenance management; and knowledge of Microsoft Office.
- D. Ability to write clear, concise letters and reports.
- E. Excellent oral and written communication skills.
- F. Knowledge of materials, methods, and techniques used in construction and maintenance activities; hazards and safety precautions; and Wisconsin Department of Commerce/OSHA rules and regulations.
- G. Ability to establish effective working relationships with general public, and City employees.
- H. Ability to provide supervision to seasonal staff.
- I. Knowledge of cleaning supplies and equipment, and proper use of those supplies and equipment; and all tools, equipment, and vehicles associated with the work required.
- J. Ability to work independently.
- K. Physical strength and dexterity, which permits the proper performance of duties.
- L. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time, and be flexible.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Associate degree in building maintenance or related field; or equivalent work experience required. Supervisory experience preferred.
- B. Valid Wisconsin driver's license with good driving record.
- C. Performs on-call duties for after-hour emergencies, such as reviewing nature of emergency and either performing maintenance repair or contacting appropriate supervisor/staff to resolve the problem.

PHYSICAL REQUIREMENTS:

- 1. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- 2. Reaches above and below shoulder height frequently.
- 3. Frequent twisting, bending, and stooping.
- 4. Lifts and carries various weights.
- 5. Thirty (30%) of workday spent sitting.
- 6. Forty (40%) of work day spent walking.
- 7. Thirty (30%) of workday spent standing.
- 8. Ability to climb ladders to various heights.
- 9. Lift and carry objects of different shapes and weights frequently.
- 10. Lifts and carries up to fifty (50) pounds frequently.
- 11. Work is done in varying weather conditions.

CITY OF ONALASKA

Grade 15

Position: Buildings Supervisor
Location: City Hall
Page: 3 of 3

Department: Parks & Recreation
Supervisor: Buildings Manager
Classification: Salaried Exempt

Approved by F & P Committee: 9/4/2002, 11/3/2004, 4/4/2007, 2/2/11
 Approved by Council: 9/10/2002, 11/9/2004, 4/10/2007, 2/8/11, 2/25/13

12. Percentages of time sitting, standing, and walking may vary depending on the task performed and the time of year.

Percent of 8 Hour Day

	67% – 100% Consistently	34% – 66% Frequently	6% – 33% Occasionally	0% – 5% Rarely
Sedentary 0 – 10# max			●	
Light Freq. to 10# -20#max		●		
Medium Freq. to 25\$-50# max		●		
Heavy Freq. to 50#-100# max				●
Very Heavy Freq. over 50+# - 100+#				●

Signature of Employee

Date

Signature of Employer

Date

Omni Center Volunteer Opportunities

Overview: The Omni Center is managed and operated by the City of Onalaska (City), with day to day operations run by employees of the City of Onalaska.

Purpose(s): To provide the registered user groups and opportunity to earn credits towards their group's ice fees. Duties that have been the responsibility of the groups will not be eligible for credits – penalty box worker, score clock operators, etc.

Guidelines: This program will be managed by the City of Onalaska. All registered user groups, can receive the credit. Workers include the player's parents, adult siblings, step-parents, guardians and grandparents. Any person signing up for a shift, but does not show up for the shift, may forfeit the users groups potential credit for the month.

Training: All new volunteers must successfully complete a training shift before they can sign up for any additional shifts. As an incentive to obtain new workers, you will be given credit for your training shift after the completion of three (3) additional shifts. Once training has been completed Building Coordinator will send a Google Doc with scheduling information. Once you are approved you will be able to sign up for the shifts you are interested in.

Duties: Concessions Stand, Setup/Tear down, and General Maintenance

Concessions Stand – volunteers will assist with outstanding Customer Service, food prep, and food distribution in each of the concessions stands.

Setup/Tear Down – volunteers will primarily be Rink Setup/Rink Tear down, along with a few other events throughout the year. Shifts will be determined per event need.

General Maintenance – volunteers will assist with outstanding customer service along with keeping the Omni Center indoor/outdoor clean and safe.

Duties that will not be eligible for credit hours will be tasks that have normally been handled by your organization such as – score table workers, penalty box workers, crowd control etc.

Shifts: Shifts are normally 3 to 5 hours in duration. The schedule is available on-line. On the 1st of the month the schedule for the following month will be available. By the 10th of the month volunteers will need to sign up for their shifts. Groups may have workers sign up for multiple shifts per month. You cannot work two shifts in succession. Workers may be assigned to other duties as necessary per management's discretion, which includes leaving early. Should you need to cancel your shift, you will need to find your own replacement that has been through the training. If a group has no shows during the month, all credits for the month may be forfeited.

Credits: Each group will receive credit for the number of hours that were worked by their trained volunteers. Credits earned can be used against the total group's expenses as billed by Omni Center for

the month. Credits can only be used within the group you are representing and cannot be transferred to other groups. Groups may be able to work up to 30% of their monthly bill. As of September 19, 2018 the credit is \$7.25 per hour.

Other: Children are NOT ALLOWED in the concession stands/maintenance areas while you are volunteering. Please do not bring your children with you for your shifts. Workers must concentrate on customer service during their shifts and please limit conversations with friends. In addition, we ask that cell phones are used with discretion and do not interfere with work.

Benefits: for the purpose of this everyone is considered a volunteer and anyone who works in the Omni Center under this is considered a volunteer. Therefore, there's no paid time off offered or available to Omni Center workers, nor is there any health, medical, dental, or other benefits or insurance offered or available to these workers.

No Show and Late Policy: any person signing up for a shift but does not show up for the shift will not receive any credit for that shift, plus may forfeit the potential credit for other shifts that volunteers are working simultaneously. If a person has attendance issues, we will schedule a meeting between the individual, User Group and Omni Center staff. You must call the Omni Center if you are ill and cannot make your shift; every effort should be made to find a replacement prior to calling in.

In addition to earning credits toward your group's hockey bill, working at the Omni Center allows you to meet other adults in the community.