



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Jackie Q. Carter**  
Director

**Molly King**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

### Job Evaluation Report

City Service Commission Meeting: November 18, 2025

#### Department of Public Works – Operations Division – Sanitation Section\*

| Current                                                                                                                                                                 | Recommended                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yard Attendant<br>PR 8DN (\$51,816 – \$67,106)<br>FN An employee to be compensated an additional 3% when assigned to perform Brine Operations duties.<br>(22 Positions) | Sanitation Yard Attendant<br>PR 8DN (\$51,816 – \$67,106)<br>FN An employee to be compensated an additional 3% when assigned to perform Brine Operations duties.<br>(14 Positions) |
|                                                                                                                                                                         | Drop Off Center Attendant<br>PR 8DN (\$51,816 – \$67,106)<br>(8 Positions)                                                                                                         |

\*Field Operations and Drop Off Center Operations Units

Note: Residents receive a 3% Resident Incentive Allowance.

The Department of Public Works-Operations Division has requested a title change for the position of Yard Attendant within the Field Operations and Drop Off Center Operations Units. Job descriptions were provided and discussions were held with Makisha Porter, Operations Human Resources Administrator and Rick Meyers, Sanitation Area Manager.

#### Background

As part of the Skilled Craft, Service, and Maintenance Market Study the positions of Sanitation Yard Attendant (14 positions) and Self Help Yard Attendant (8 positions) were reclassified and grouped together as Yard Attendant. In practice there are two distinct types of Yard Attendant. Yard Attendants (14 positions) assigned to the sanitation yards are required to drive and therefore require a valid Wisconsin driver's license as a minimum qualification for their job. Yard Attendants assigned to drop off centers are not required to drive as a minimum qualification for their job and therefore do not need a Wisconsin driver's license. Retitling Yard Attendant positions will clarify this distinction and allow for improved recruitment of Yard Attendants assigned to the drop off centers.

#### Sanitation Yard Attendant

| Current                                                                                                                                                                 | Recommended                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yard Attendant<br>PR 8DN (\$51,816 – \$67,106)<br>FN An employee to be compensated an additional 3% when assigned to perform Brine Operations duties.<br>(22 Positions) | Sanitation Yard Attendant<br>PR 8DN (\$51,816 – \$67,106)<br>FN An employee to be compensated an additional 3% when assigned to perform Brine Operations duties.<br>(14 Positions) |

Under the direction of the Sanitation District Manager, incumbents of this position perform medium to heavy manual labor, frequently outdoors during inclement weather or in unpleasant working conditions and outside of regular work hours. Sanitation Yard Attendants provide administrative support to Sanitation field managers including data entry and retrieval, customer service and other general duties. This position is also involved in snow and ice operations and requires a considerable amount of overtime work. Duties and responsibilities include:

- 20% Cart inventory maintenance including delivery, retrieval, off-loading and repair/cleaning of cart. Verify, record, and update cart type, quantity and serial numbers associated with addresses where City carts are deployed.
- 10% Removal and cleanup of debris, spills and memorials in public right of way to maintain public safety.
- 10% Special events support including delivery and retrieval of garbage and recycling containers and other miscellaneous services.
- 10% Maintenance and clean-up of sanitation yard, equipment and tools.
- 10% Manufacture brine; manually clean brine equipment; ensure adequate storage; monitor the filling of Tankers and Salt trucks before and during winter operations. Report inventory of salt, sand and liquid calcium chloride.
- 10% Serve as backup staff to assist in collection of garbage and recycling as needed.
- 5% Provide excellent customer service to elected officials and citizens related to service requests/complaints.
- 5% Delivery of cart tags and other notices to residents re: garbage, recycling or other sanitation services.
- 5% Perform public right of way lawn repair & repair of freestanding mailboxes from excessive damage by city vehicles or equipment.
- 5% Operate hand tools such as hammers, saws, wrenches, etc., as well as small engine power equipment such as lawn mowers, trimmers, leaf blowers and pressure washers.
- 5% Assist drivers with mounting plow blades and performing other snow related activities such as shoveling snow, spreading sand or salt on city streets, walkways and other areas as assigned. Installation of snow fencing as well as snow guide markers along public right of ways during the winter season.
- 5% Other duties as assigned.

Minimum qualifications include a valid Wisconsin driver's license. Other requirements include exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. In addition, the ability to withstand prolonged exposure to variable weather conditions and to work odd and irregular hours during emergencies.

This position is assigned to the Department of Public Works-Operations Division, Sanitation Section, Field Operations unit at the sanitation yards.

### Recommendation

The recommendation is to retitle 14 positions of Yard attendant as Sanitation Yard Attendant. Compensation will remain in pay range 8DN (\$51,816 – \$67,106). An employee in this position is to be compensated an additional 3% when assigned to perform Brine Operations duties.

### Drop Off Center Attendant

| Current                                                                                                                                                                 | Recommended                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Yard Attendant<br>PR 8DN (\$51,816 – \$67,106)<br>FN An employee to be compensated an additional 3% when assigned to perform Brine Operations duties.<br>(22 Positions) | Drop Off Center Attendant<br>PR 8DN (\$51,816 – \$67,106)<br>(8 Positions) |

Under the direction of the Drop Off Center Supervisor incumbents of this position greet customers, verify eligibility for site usage, screen vehicle loads, and provide direction to customers at the entrance gate. Drop Off Center Attendants are responsible for identifying and inspecting all waste materials being brought to drop off centers to ensure that the materials are acceptable and to assess applicable charges. This position provides guidance and monitors customers' use of site to ensure materials are separated into the proper disposal areas. Incumbents also maintain the cleanliness of the yards and direct traffic at the sites to ensure safety and efficiency of operations. Duties and responsibilities include:

- 35% Provide guidance to customers on sorting requirements and proper placement of various items. Inspect all areas of the Drop Off Center to determine if waste and recyclable materials are located in the proper place. If improper material has been placed in dumpster, safely remove contaminants/improper material from the dumpster. For waste material that is not disposed of in dumpsters, inspect area and ensure that such material is in correct location; if such material is not in the correct location, move it to the correct location. Ensure that electronics and other materials are disposed of safely.
- 25% Greet and professionally interact with customers at gate and verify proof of eligibility to utilize the Drop Off Centers. Screen vehicle and inspect material that citizens bring for proper disposal. As applicable, explain basis for denial of entrance to citizen based on ineligibility of user or unacceptable status of material to dispose of. Assess the amount and type of materials being disposed and enter details into a hand-held digital device. Determine if payment is required and the total amount due. Instruct citizens where to proceed in the Drop Off Center for them to pay, if required, and to unload materials.
- 15% Direct heavy traffic in Drop Off Center including citizen vehicles, City roll-off style dump trucks, and other commercial vehicles picking up materials for recycling or disposal or placing empty containers. Answer questions and give instructions and directions to visitors to the Drop Off Center.

- 15% Organize workflow and materials in the Drop Off Center. Clean and sweep the Drop Off Center yard. Operate forklift to load and unload pallets.
- 10% Other duties as assigned.

Minimum qualifications include exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. In addition, the ability to withstand prolonged exposure to variable weather conditions and to work odd and irregular hours during emergencies. This position interacts with hundreds of citizens each day and must have the requisite skills to deal with all types of personalities in a diplomatic manner.

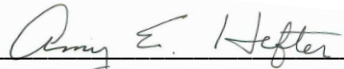
This position is assigned to the Department of Public Works-Operations Division, Sanitation Section, Drop Off Center Operations unit at the drop off centers.

### Recommendation

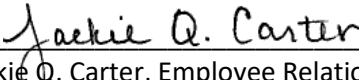
The recommendation is to retitle 8 positions of Yard Attendant as Drop Off Center Attendant. Compensation will remain in pay range 8DN (\$51,816 – \$67,106).

### Action Required – Effective Pay Period 26, 2025 (December 7, 2025)

\* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Prepared by:   
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