

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

#8a

Date: 03/07/2018 Weekly Agenda Date: 03/13/2018

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Melissa Thomas/Kenny Schmitz

WORDING FOR AGENDA ITEM:

To increase the salary range for the Environmental, Project & Energy Management Supervisor

ACTION REQUIRED:

- | | | |
|--|---|--|
| Approve Ordinance <input type="checkbox"/> | Approve Resolution <input type="checkbox"/> | Approve Motion <input checked="" type="checkbox"/> |
| Public Hearing <input type="checkbox"/> | Other: Informational <input type="checkbox"/> | Attachments <input checked="" type="checkbox"/> |

EXECUTIVE SUMMARY:

Previously this position was approved to \$60,000. We are requesting the range for the Energy, Project and Environmental Services Supervisor increase to \$64,000.

BACKGROUND:

With the re-structuring of the department, Building Services has eliminated a Clerk (\$38,625), a Groundskeeper (\$36,629), and two "leads" to "Custodians" for a combined savings of \$77,984. To meet the changing needs of the Building Services Department, the position of Energy, Project and Environmental Services Supervisor was approved on 01/23/2018.

FINANCIAL IMPACT:

The financial impact will be a savings of \$13,984

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION:

Approve the salary increase.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the salary for the Energy, Project and Environmental Services Supervisor of \$64,000.

Energy, Project, & Environmental Services Supervisor

Purpose:

Responsible for energy management, building operating systems oversight, supervisory, administrative, and technical work.

Essential Functions and Responsibilities:

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive.

Other duties may be required and assigned.

- Directly reports to the Building Services Director
- On call 24 hours per day to handle or consult on major maintenance problems and work a flexible schedule as needed
- Have sufficient personal mobility to complete field work at various county facilities
- Vast knowledge in Maintenance, familiarity with building systems, and ability to disseminate repair of all systems
- Responsible for energy management; all systems and facilities
- Facilities HVAC; monitoring, automated programming, controls, basic troubleshooting, and vendor repair
- Efficiency oversight, and cost saving initiatives utilizing EnergyCap Enterprise software systems
- Implement best practices for the effective operation of computer heating, ventilation, and air conditioning
- Assist with over-sight of all Woodbury County construction projects
- Department administrative office duties and as assigned
- Accounts receivable claims for payment within the department as well as those claims for payment and those submitted by other vendors in compliance with the Woodbury County Auditor office
- Responsible for Preventive Maintenance & Janitorial Work Order System
- All buildings- supplies and orders, Woodbury County copy paper inventory, orders, and departments charge-back
- Assists with employee payroll
- Responsible for assistance department Audits conducted by external Audit Firms
- Supervision of Custodial / Janitorial staff, providing monthly employee performance documentation to Director, employee safety information and instruction
- Knowledgeable in all aspects related to Janitorial procedures and practices necessary to enhance facilities cleanliness, keeps records and prepares work and time reports
- Responsible for the effective accomplishment of all designated cleaning practices in all County offices.
- Required- One weekly meeting with Custodial Staff (after standard business hours).
- Establish and maintain effective, professional working relationships with the building director, co-workers, employees, supervisors, elected officials/department heads, contractors, members of the public.
- Perform duties in a professional and trustworthy manner
- Attendance is required
- Advanced Microsoft Excel formulating multiple spreadsheet utilization

Non-Essential Functions and Responsibilities:

- Performs a variety of related duties in an efficient and thorough manner, under the direction of the Woodbury County Building Services Director.

Minimum Education and Experience Required Performing Essential Functions:

- Possess High School diploma or General Equivalency Degree (GED) and five (5) years of experience in building and grounds related work; or any equivalent combination of education and experience that provides the required knowledge and abilities. One (1) year supervisory experience preferred
- Basic principles of supervision to include approaches to discipline and training techniques
- Knowledge of building system operations, maintenance, and janitorial practices
- Thorough knowledge of the methods and techniques commonly used in maintenance, including heating, cooling, plumbing, and electrical systems, detention equipment, surveillance, elevator and fire alarm systems and methods to repair these systems.
- Knowledge of requirements as related to responsibilities and of the hazards and safety precautions, regulations and standards related to facilities maintenance and janitorial practices

- General Carpentry skills, janitorial, housekeeping, and grounds keeping procedures
- Use of personal computers software packages including Microsoft Excel
- Is of good moral character as determined by a thorough background check of local, state, and national files
- Must pass physical and psychological examination by County designated physicians
- Ability to tactfully and effectively communicate with others
- Knowledge of human relations, psychology, and personal maturity to maintain emotional stability in unusual situations of stress or social interaction pressure
- Ability to motivate, train, instruct, and supervise personnel
- Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screening test prior to employment

Mental and Physical Competencies Required to Performing Essential Functions:

Language Ability

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals and/or Iowa or County systems. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County in clearly spoken English. Ability to communicate Woodbury County policies to managerial and non-managerial groups in person and in writing. Ability to read and understand legal descriptions, policies, and procedures in written, oral, diagram and schedule form. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English. Have clarity of speech, hearing, and writing which permits effective communication and organize and presents factual information and ideas clearly and concisely, in oral and written form at Board meetings.

Mathematical Skills

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw or interpret graphs. Knowledge of basic bookkeeping principles. Knowledge of legislative requirements related to County systems. Knowledge of County principles and procedures.

Behavior Skills

Ability to begin work at the starting time without tardiness, absenteeism, or leaving work early without authorization or for good reason. Conduct or appearance in good keeping with a professional image and/or position of the County. Ability to read and understand the Work Rules of the County such as Bullying will not be tolerated, theft and dishonesty will not be tolerated, and disobedience, insubordination, or refusal to comply with reasonable instructions of authorized supervision will not be tolerated. Ability to cope with numerous time sensitive requests from County offices. Handle moderate levels of stress and meet deadlines appropriate to the position. Attendance is required.

Reasoning Ability

Ability to apply common sense understanding to carry out simple one or two stage instructions. Ability to deal with standardized situations with only occasional or no variables. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardizes situations. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Cognitive Demands

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to set priorities regarding assignments and follows through to completion; ability to establish and maintain effective working relationships with associates and the general public by means of clearly spoken English.

Equipment Used

Computer for data entry, spreadsheets and word processing, multi-line phone, fax machine, calculator, (10 key), copier/scanner, possess knowledge of anything relating to County Building Services systems. Work requiring the exertion of up to 50-85 pounds with assistance of force occasionally, and operation of motor vehicles and equipment

Physical Demands

Typical office environment involving sitting, walking, occasional bending, lifting, and carrying paper and related light objects generally weighing 50-85 pounds or less with assistance of force occasionally and negligible amount of force frequently or constantly to move objects. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with clerical operations including clerical, numerical, and forms perceptions, clarity of vision to view computer screens and for preparing and analyzing written data and to determining the accuracy and

thoroughness of work and observing general surrounds and activities, legal documents, and property descriptions cards; eye/hand/foot coordination, hand and finger dexterity, motor coordination, grasping and repetitive motions, hearing to perceive information at normal spoken word levels and conversation skills for expressing or exchanging ideas by means of the spoken word in clearly spoken English.

Environmental Adaptability

Work is performed in all exposed environments and terrains while conducting field work. The employee is subject to adverse environmental conditions.

Special Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Possession of a valid appropriate driver's license and insurance. Candidate for hire must successfully pass a background check (thorough background of local, state, and national files), a physical examination, vision, back screen and drug screening test prior to employment. The use of English for the skills and purposes of this job.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek.

I understand that my attendance is required. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

Woodbury County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's civil rights coordinator. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.