



Board of County Commissioners Agenda Request

6A
Agenda Item #

Requested Meeting Date: 3/12/2019

Title of Item: Personnel Committee Recommendation - Facilities Coordinator Position

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested	
<input type="checkbox"/> CONSENT AGENDA		<input type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY		<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Jessica Seibert and Bobbie Danielson	Department: Admin/HR Depts
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Presenter (Name and Title): Jessica Seibert, County Administrator, or Bobbie Danielson, HR Director	Estimated Time Needed: 5-10 minutes
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Summary of Issue:

The Personnel Committee met on 3/5/2019 and recommends the following:

The current Building and Grounds Supervisor is retiring on 4/30/2019. The committee is recommending a full-time Facilities Coordinator position be created. The Facilities Coordinator will be a supervisory position accountable for the operation and maintenance of all sites owned and operated by the county. This is a hands-on working coordinator position. A job description is attached.

Grade level to be determined based on consultant's recommendation.

We are hoping to have an overlap between the incoming and outgoing incumbents for on-the-job training purposes.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to create a full-time Facilities Coordinator position and authorize filling the vacancy.

Financial Impact:

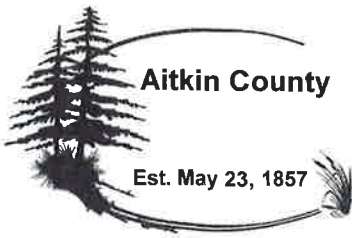
Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$

Is this budgeted? Yes No *Please Explain:*

The current Building and Grounds position is budgeted. The current incumbent is earning \$54,856.22 (grade 7). It is anticipated that the Facilities Coordinator position will be graded higher. Jessica will provide additional budget information at the meeting. (Awaiting consultant's recommendation.)

Legally binding agreements must have County Attorney approval prior to submission.



Proposed

Position Description

FACILITIES COORDINATOR

Department Administration / Facilities
Grade Grade TBD
Reports to County Administrator
FLSA Status Exempt
Union Status Non-union Position

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing.

Job Summary

The Facilities Coordinator is accountable for the operation and maintenance of all sites owned and operated by the county. This position performs administrative, supervisory and manual tasks to assure proper operation and maintenance of facilities, grounds, and equipment in accordance with building codes, safety codes, and other regulations; supervises and coordinates custodial/maintenance services, repair/construction projects; answers emergency calls as required, is available to repair breakdowns in the facilities; and has significant financial accountabilities involving budgeting and forecasting for all aspects of facilities operations, maintenance, and data management.

The Facilities Coordinator is responsible for providing information, dispatching services, reconciling and resolving service needs and contract administration and management; will have frequent contact with internal customers and department staff, serving as a resource on a wide range of maintenance matters; work will require customer responsiveness, excellent communication skills, resourcefulness, sound critical thinking, problem solving skills, and advanced computer skills.

The Facilities Coordinator has direct accountability for the performance of facilities maintenance work, functioning as a hands-on working coordinator.

Supervision Received

Employees working in this job class work under general direction and are usually in charge of an organizational unit. They plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. They report to a superior by occasional conferences to discuss work progress or problems requiring upper advisement.

Supervision Exercised

The Facilities Coordinator is accountable for the supervision and management of all assigned staff, including planning, assigning and directing work, training, time and attendance systems, work orders systems, performance management, and other workforce reporting requirements. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, suspension, termination, and resolving



Position Description

grievances. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance is an essential requirement of this position.

1. Manages the maintenance of all facilities including buildings and grounds, utilizing internal and external resources as deemed appropriate, ensuring preservation of all associated assets, cost effectiveness of services provided and customer satisfaction.
2. Supervises, plans, trains, organizes, schedules, creates work assignments, and distributes work orders for custodial and maintenance staff for appropriate maintenance and repair of equipment, buildings, and grounds.
3. Provides training and performance management for all assigned staff to ensure department effectiveness.
4. Services internal and external customers by anticipating needs and responding to service requests in a timely and effective manner.
5. Administers department budget, audits invoices, authorizes payment and reconciles expenses, ensuring accurate and timely processing of expenses, adherence to contractual and budget parameters and compliance with forecasted expenses and budget parameters.
6. Administers department performance metrics application, capturing data, analyzing performance, reporting results and disseminating information to staff, maximizing performance outcomes and ensuring compliance with reporting format and frequency.
7. Performs project management services for building improvement projects, system upgrades, energy projects and related services, coordinating the work of contractors, vendors and staff, ensuring effective performance and desired outcomes.
8. Develops specifications and proposals for services and repair needs relating to facilities operations and maintenance, contacts service providers, reviews proposals, awards bids and monitors service to ensure critical building repairs and service requirements are achieved.
9. Negotiates and maintains contracts with vendors to secure quality, cost-efficient goods and services as required to permit the effective operation and maintenance of facilities and grounds.
10. Reviews the performance of contract work, inspecting work in progress and at completion to maximize performance outcomes, ensure contract compliance and cost effectiveness.
11. Develops, maintains, assesses, revises, and administers departmental policies and procedures. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws.
12. Administers safety programs, developing and implementing best practices and department guidelines to ensure compliance with organizational, departmental and regulatory requirements relating to workplace safety, including OSHA compliance. Serves as member of Safety Committee. Coordinates annual fire, tornado, and emergency practice drills for all department staff. Also assists with the county-wide drills.
13. Monitors buildings and grounds proactively to assess maintenance and service needs. Develops and implements preventative maintenance plans and Capital Improvement Plan for the facilities, grounds, equipment, and maintenance vehicles.



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14. Reviews projects with department leadership to assess priorities, identify scope of work, cost and project parameters to effectively coordinate and execute building repair and remodeling projects.
15. Analyzes reports and data generated by the automated maintenance systems to identify problems, trends and process improvements as needed.
16. Communicates with county staff and leadership to assess service needs and priorities, report on work in progress and new developments, ensuring the proactive and timely communication of information to maintain favorable customer relations and ensure the accurate and timely dissemination of information.
17. Performs various administrative functions for department including recordkeeping, communications, support services for administration and related duties as assigned in a responsive and professional manner.
18. Is the first point of contact for all emergency service requests to the Facilities department during and after business hours.
19. Assists staff as appropriate in the service, maintenance and repairs of County facilities, buildings and grounds. Assists the Utility Maintenance Custodian with snow removal.
20. Is a member on the Facilities Committee.
21. Works with County Administration to maintain the county motor pool fleet.
22. Serves as a member of the crisis management team. Assists in developing emergency procedures and guidelines.
23. Conducts business in accordance with the Open Meeting law.
24. Appropriately responds to requests for government data, in accordance with the MN Government Data Practices Act and through Administration/HR as applicable. Maintains data in accordance with records retention schedules.
25. Attend meetings, conferences, and continuing education courses as needed.
26. Performs other related duties as assigned or apparent.

Minimum Qualifications

Facilities Management Certificate or equivalent program coursework in electrical systems, mechanical systems, facilities management, project administration, preventive maintenance, energy maintenance strategies, and fire safety, plus 5 or more years of related facility maintenance experience. Prior experience supervising a maintenance and/or technical staff is highly desirable.

Must have the ability to effectively schedule multiple employees amongst various departments and the ability to focus and work productively with regular interruptions.

Valid Minnesota driver's license required. Employment reference checks, a criminal background check (including FBI fingerprint check), and pre-employment physical will be performed as part of the pre-employment process.

Proficiency in computer software programs.

Must be available for call out for emergency and after hour repairs and for occasional calls from evening custodial staff.



Position Description

Required to obtain upon hire a Second Class C Boiler License (*verifying level of boiler's license required for new facility*) issued by the MN Department of Labor and Industry required.

Class B Operator license issued by the MN Pollution Control Agency.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Operational characteristics, services, and activities of a comprehensive building maintenance program.
3. Principles of facility management.
4. Practices, methods, equipment, tools, and materials used in building construction, alteration, repair, maintenance, and operation.
5. Theory and operation of control systems, mechanical equipment, power equipment, energy management equipment, electrical systems and equipment, communications equipment, diagnostic equipment, surveillance systems, security systems, institutional laundry and kitchen facilities, and boiler systems.
6. Occupational hazards and standard safety practices necessary in the area of building maintenance.
7. Principles of service/vendor contract administration.
8. Principles and procedures of record keeping and report preparation.
9. Principles and practices of budget preparation and administration.
10. Principles of supervision, training, and performance evaluation.
11. Pertinent Federal, State, and local laws, codes, and regulations.
12. Safe driving, equipment and tool use principles and practices.
13. Characteristics and use of commercial custodial compounds.
14. Modern office practices, methods, and equipment.
15. Principles and practices of working safely.

Skill in:

1. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.
2. Reading, writing, and speaking English proficiently.
3. Efficiently organizing and prioritizing staff and workload for maximum productivity.
4. Operate manual and power equipment and tools.
5. Operate equipment diagnostic instruments and tools.
6. Operate modern office equipment.
7. Operate a motor vehicle safely.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat all county staff and guests with respect, honesty, and consideration.
2. Interpret and apply Federal, State and local policies, procedures, laws and regulations as they pertain to building maintenance.



Position Description

3. Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
4. Communicate clearly and concisely, both orally and in writing. This includes utilizing email technology for most efficient communication between offices and buildings.
5. Must have the ability to limit the duration and number of interruptions made to staff in each department, while engaged in the orderly conduct of business, for staff productivity purposes.
6. Understand and carry out oral and written instructions
7. Maintain confidentiality.
8. Maintain accurate and up-to-date records.
9. Manage, direct and coordinate the work of assigned maintenance and/or custodial staff.
10. Perform the full range of building maintenance duties.
11. Troubleshoot electrical, mechanical, and plumbing problems.
12. Select, supervise, train, and evaluate staff.
13. Provide administrative and professional leadership and direction for department personnel.
14. Recommend and implement goals, objectives, and practices for providing effective and efficient building maintenance and/or custodial services and activities.
15. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
16. Research, analyze, and evaluate new methods, procedures, and techniques.
17. Prepare, develop, and recommend plans, specifications, and cost estimates.
18. Prepare and administer assigned vendor contracts in collaboration with the County Administrator.
19. Prepare and administer budgets.
20. Read and understand building mechanical, electrical, and plumbing systems blueprints and diagrams, security and surveillance systems, and hardware.
21. Read and understand special systems technical programming manuals.
22. Estimate and order materials and supplies.
23. Prepare clear and concise reports.

Language Skills

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills

Intermediate Skills – Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Skills

High Skills – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.



Computer Skills

To perform this job successfully, an individual should be skilled at using the following software.

County Payroll Software, E-time, Microsoft Word, Excel, Outlook, PowerPoint, Internet, Heating Ventilation & Air Conditioning (HVAC) software, and other job-related programs.

Ability to Travel

Occasional travel is required for training, errands, and travel between county facilities. Regularly drives motor pool vehicles for troubleshooting or shuttling to/from automotive service centers.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, innovation, flexibility, and crisis management.

Work Environment

The noise level in the work environment is usually moderate to loud. The employee carries out many different tasks in a single day and could work at any number of building locations, both indoor and outdoor in all types of weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions, dust, fumes, smoke, gasses, or airborne particles, toxic or caustic chemicals, intermittent noise, and risk of electrical shock. The employee occasionally works in high places, on ladders or scaffolding.

Equipment and Tools

Computer, copier, printer, telephone, fax, calculator, shredder, power tools, hand tools, measuring and metering devices, push mower, riding lawn mower with various attachments, weed whip, shovel, vacuum cleaner, carpet extractor, floor buffer, pumps, refractometer (glycol testing), ohmmeter, bobcats, county-owned vehicles, personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, daily lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to regularly lift and/or carry up to 50 pounds.

While performing the duties of this job, the employee performs medium to heavy work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.



Position Description

Offers of employment are conditional on successful completion of a physical exam, to ensure the applicant's ability to meet the physical demands of the job.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

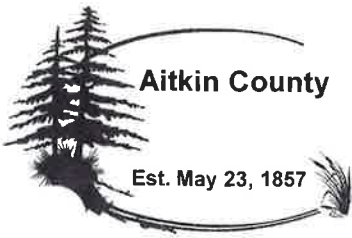
The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

03/05/2019

Our Vision: *We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.*

Our Mission: *Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.*

Our Core Values: *Collaboration, Innovation, Integrity, People-Focused, Professionalism*



Current

Position Description

BUILDING AND GROUNDS SUPERVISOR

Department Administration / Building Maintenance
Grade Grade 7
Reports to County Administrator
FLSA Status Exempt
Union Status Non-union Position

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing.

Job Summary

To perform administrative, supervisory and manual tasks to assure proper operation and maintenance of grounds, facility, electrical, mechanical, and a wide variety of equipment in accordance with building codes and other regulations; to coordinate custodial/maintenance services and activities; answer emergency calls as required, and be available to repair breakdowns in the facilities.

Supervision Received

Employees working in this job class work under general direction and are usually in charge of an organizational unit. They plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. They report to a superior by occasional conferences to discuss work progress or problems requiring upper advisement.

Supervision Exercised

Serves as a supervisor having direct control over the quantity and quality of the work product of the maintenance and custodial staff. Also directly supervises temporary workers and STS inmate workers as needed.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, suspension, termination, and resolving grievances.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance is an essential requirement of this position.

1. Plans, trains, assigns and directs daily schedules and work assignments for custodial and maintenance staff to operate and maintain county grounds and facilities 24 hours per day/7 days per week.



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2. Performs and supervises work necessary to maintain custodial, mechanical, plumbing, heating, air conditioning, lighting, fire alarm, sprinkler, and electrical systems within all county facilities. Repairs interior fixtures, furnishings, and equipment.
3. Performs or coordinates grounds and exterior building maintenance to include lawn care, parking lot, and exterior fixtures and finishes.
4. Efficiently operates and monitors the computerized energy management system to ensure quality climate control.
5. Develops, maintains, assesses, revises, and administers departmental policies and procedures. Administers and enforces county policy, union contract, and multiple safety rules and regulations.
6. Develops and implements preventative maintenance plans for the facilities, equipment, and vehicles. Responsible for the maintenance and testing of the Sheriff's Office emergency generators that provide communication for EMS, Fire, Police, as well as heat and electricity for the jail, courthouse, and IT Department.
7. Oversees security of buildings and grounds.
8. Works with local and state officials such as MPCA, EPA, Fire Marshals, ADA, and OSHA to ensure all laws and building codes are in compliance. Makes recommendations for updates to the County Administrator when necessary.
9. Recommends changes in procedures or use of equipment to increase staff productivity.
10. Participates on the facilities management committee and in space needs and assessment evaluations. Makes recommendations to the County Administrator concerning building needs. Obtains quotes for equipment, repairs, and contract services and administers service contracts.
11. Reviews and approves invoices and payments for services.
12. Participates on the safety committee. Identifies the safety training needed for department staff based on job location, tools, machines, and materials used, actual and potential safety and health hazards associated with each task, and safe and healthful practices, apparel, and equipment required for each task. Trains employees in proper use of materials, including how to read MSDS sheets developed by chemical manufacturers. Conducts or arranges for the training of staff and evaluates program effectiveness. Ensures all OSHA required safety programs are implemented. Trains staff as required on lockout/tagout, asbestos, lead, and other toxic and hazardous substances, bloodborne pathogens, ladders, scaffolds, respiratory protection, first-aid, fire prevention, powered platforms, hazardous materials, personal protective equipment, hearing protection, machinery and machine guarding, welding, electrical safety, and other applicable safety programs. Maintains up-to-date MSDS sheets and training records as required by OSHA.
13. Reviews and approves/rejects timesheets and requests for time off.
14. Maintains the county motor pool fleet, follows up on vehicle malfunction reports, test drives vehicles to assess possible maintenance needs, arranges for vehicle service and repairs.
15. Meets with the County Administrator regarding reorganizing schedules or assignments of employees and meets with Human Resources regarding personnel issues.
16. Subject to being called out on evenings, weekends, and holidays for building maintenance needs or vehicle malfunctions.
17. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing



Position Description

- performance improvement plans, disciplining employees, suspension, termination, and resolving grievances.
18. Serves as a member of the crisis management team. Assists in developing emergency procedures and guidelines.
 19. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
 20. Conducts business in accordance with the Open Meeting law.
 21. Appropriately responds to requests for government data, in accordance with the MN Government Data Practices Act and through Administration/HR as applicable. Maintains data in accordance with records retention schedules.
 22. Coordinates annual fire, tornado, and emergency practice drills for all department staff. Also assists with the county-wide drills.
 23. Attend meetings, conferences, and continuing education courses as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Facilities Management Certificate or equivalent program coursework in electrical systems, mechanical systems, facilities management, project administration, preventive maintenance, energy maintenance strategies, and fire safety, plus 5 or more years of related facility maintenance experience. Prior experience supervising a maintenance and/or technical staff is highly desirable.

Must have the ability to effectively schedule multiple employees amongst various departments and the ability to focus and work productively with regular interruptions.

Valid Minnesota driver's license required. Employment reference checks, a criminal background check (including FBI fingerprint check), and pre-employment physical will be performed as part of the pre-employment process.

Must be available for call out for emergency and after hour repairs and for occasional calls from evening custodial staff.

Required to obtain upon hire a Second Class C Boiler License issued by the MN Department of Labor and Industry required.

Class B Operator license issued by the MN Pollution Control Agency.



Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Operational characteristics, services, and activities of a comprehensive building maintenance program.
3. Principles of facility management.
4. Practices, methods, equipment, tools, and materials used in building construction, alteration, repair, maintenance, and operation.
5. Theory and operation of control systems, mechanical equipment, power equipment, energy management equipment, electrical systems and equipment, communications equipment, diagnostic equipment, surveillance systems, security systems, institutional laundry and kitchen facilities, and boiler systems.
6. Occupational hazards and standard safety practices necessary in the area of building maintenance.
7. Principles of service/vendor contract administration.
8. Principles and procedures of record keeping and report preparation.
9. Principles and practices of budget preparation and administration.
10. Principles of supervision, training, and performance evaluation.
11. Pertinent Federal, State, and local laws, codes, and regulations.
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13. Characteristics and use of commercial custodial compounds.
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2. Interpret and apply Federal, State and local policies, procedures, laws and regulations as they pertain to building maintenance.
3. Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
4. Communicate clearly and concisely, both orally and in writing. This includes utilizing email technology for most efficient communication between offices and buildings.
5. Must have the ability to limit the duration and number of interruptions made to staff in each



Position Description

department, while engaged in the orderly conduct of business, for staff productivity purposes.

6. Understand and carry out oral and written instructions
7. Maintain confidentiality.
8. Maintain accurate and up-to-date records.
9. Manage, direct and coordinate the work of assigned maintenance and/or custodial staff.
10. Perform the full range of building maintenance duties.
11. Troubleshoot electrical, mechanical, and plumbing problems.
12. Select, supervise, train, and evaluate staff.
13. Provide administrative and professional leadership and direction for department personnel.
14. Recommend and implement goals, objectives, and practices for providing effective and efficient building maintenance and/or custodial services and activities.
15. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
16. Research, analyze, and evaluate new methods, procedures, and techniques.
17. Prepare, develop, and recommend plans, specifications, and cost estimates.
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High Skills – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

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County Payroll Software, E-time, Microsoft Word, Excel, Outlook, PowerPoint, Internet, Heating Ventilation & Air Conditioning (HVAC) software, and other job-related programs.



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Ability to Travel

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Competencies

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Equipment and Tools

Computer, copier, printer, telephone, fax, calculator, shredder, power tools, hand tools, measuring and metering devices, push mower, riding lawn mower with various attachments, weed whip, shovel, vacuum cleaner, carpet extractor, floor buffer, pumps, refractometer (glycol testing), ohmmeter, bobcats, county-owned vehicles, personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, daily lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to regularly lift and/or carry up to 50 pounds.

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Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

05/13/2014

Our Vision: *We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.*

Our Mission: *Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.*

Our Core Values: *Collaboration, Innovation, Integrity, People-Focused, Professionalism*