

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 7/01/2013

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator / Bobbie Danielson, HR Manager

Title of Item: Personnel Committee Recommendations
Bobbie Danielson

Requested Meeting Date: 7/9/2013 Est. Time: Consent

Presenter: Patrick Wussow or Bobbie Danielson

Type of Action Requested (check all that apply)

- For info only, no action requested
- Approve under Consent Agenda
- For discussion only with possible future action
- Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Other (please list) _____
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes _____ No (attach explanation) *See attached memo.
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No *Potential
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)


- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.

AITKIN COUNTY HUMAN RESOURCES

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To: County Commissioners
From: Bobbie Danielson, HR Manager 
Date: July 1, 2013
Subject: Personnel Committee Recommendations

Background

The Personnel Committee met on **June 25, 2013**, and unanimously recommends the following:

1. Extend Jerry Dewitt's unpaid leave of absence to October 1, 2013, and authorize the County Administrator to approve or deny any future LOA requests concerning Jerry Dewitt on behalf of the Board.
2. Create and fill a new full-time Heavy Equipment Operator position. County Engineer Welle can fit this expense in his 2013 budget. Please note, the potential exists that this may be an added position/expense to the 2014 Highway Department budget. With the above LOA, we currently have 14 operators and 14 plow routes. The mechanic who normally serves as a back-up driver is currently assigned to perform other additional duties. \$13.34 to \$17.48/hour starting, DOQ. Grade P. Cost estimates, a job description, and wage scale are attached.

Action Requested

1. Motion to extend Jerry Dewitt's unpaid leave of absence to October 1, 2013, and to authorize the County Administrator to approve or deny any future LOA requests concerning Jerry Dewitt on behalf of the Board.
2. Motion to create a new full-time Heavy Equipment Operator position and authorize staff to fill the position.

If you have any questions or require additional information prior to the meeting, please feel free to contact me, Patrick, or John Welle.

Estimated Cost 2013-2014	Current rate	Grade	Wages	PERA 7.25%	FICA 6.2%	Medicare 1.45%	Health Ins \$855/mo 2013, \$900/mo 2014	Total
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2013 Remainder (est 4 months, Sept - Dec 2013, 760 hours, no OT).

New Position (2013)	\$ 17.48	P	\$ 13,284.80	\$ 963.15	\$ 823.66	\$ 192.63	\$ 3,420.00	\$ 18,684.24
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2014 Estimate (12 months, 2080 hours, no OT).

New Position (2014, no step)	\$ 17.48	P	\$ 36,358.40	\$ 2,635.98	\$ 2,254.22	\$ 527.20	\$ 10,800.00	\$ 52,575.80
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\$ 71,260.04

Aitkin County

	2013 Start	6 Mnths	1 Year	2Years	3 Years	4 Years	6 Years	8 Years	10 Years	12 Years	16 Years	20 Years	24 Years	28 Years
		+6 Mnths	+6 Mnths	+1 yr	+1 yr	+1 yr	+2 yr	+2 yr	+2 yr	+2 yr	+4 yr	+4 yr	+4 yr	+4 yr
	2013 Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
G	\$ 32.69	\$ 34.22	\$ 35.80	\$ 37.46	\$ 39.20	\$ 41.02	\$ 42.92	\$ 44.92	\$ 47.00	\$ 49.18	\$ 51.47	\$ 53.85	\$ 56.34	\$ 58.97
H	\$ 30.60	\$ 32.01	\$ 33.50	\$ 35.05	\$ 36.69	\$ 38.39	\$ 40.17	\$ 42.02	\$ 43.98	\$ 46.03	\$ 48.16	\$ 50.41	\$ 52.75	\$ 55.20
I	\$ 27.12	\$ 28.37	\$ 29.69	\$ 31.09	\$ 32.52	\$ 34.01	\$ 35.63	\$ 37.26	\$ 38.99	\$ 40.80	\$ 42.69	\$ 44.68	\$ 46.75	\$ 48.91
J	\$ 23.68	\$ 24.76	\$ 25.89	\$ 27.12	\$ 28.37	\$ 29.66	\$ 31.06	\$ 32.51	\$ 34.01	\$ 35.61	\$ 37.24	\$ 38.98	\$ 40.79	\$ 42.68
K	\$ 21.01	\$ 21.97	\$ 23.00	\$ 24.08	\$ 25.19	\$ 26.37	\$ 27.58	\$ 28.84	\$ 30.19	\$ 31.59	\$ 33.05	\$ 34.59	\$ 36.18	\$ 37.87
L	\$ 19.00	\$ 19.89	\$ 20.82	\$ 21.79	\$ 22.79	\$ 23.84	\$ 24.97	\$ 26.12	\$ 27.34	\$ 28.61	\$ 29.94	\$ 31.32	\$ 32.77	\$ 34.30
M	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.61	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31	\$ 29.62	\$ 31.00
N	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.62	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31
O	\$ 14.48	\$ 15.13	\$ 15.83	\$ 16.58	\$ 17.35	\$ 18.15	\$ 18.98	\$ 19.87	\$ 20.79	\$ 21.77	\$ 22.77	\$ 23.82	\$ 24.95	\$ 26.10
P	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48	\$ 18.30	\$ 19.16	\$ 20.04	\$ 20.98	\$ 21.94	\$ 22.96	\$ 24.02
Q	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 15.02	\$ 15.72	\$ 16.43	\$ 17.20	\$ 18.00	\$ 18.84	\$ 19.71	\$ 20.63	\$ 21.58	\$ 22.59
R	\$ 11.97	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.31	\$ 15.01	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.98	\$ 18.82	\$ 19.69	\$ 20.61	\$ 21.56
S	\$ 11.37	\$ 11.92	\$ 12.45	\$ 13.03	\$ 13.64	\$ 14.26	\$ 14.94	\$ 15.65	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74	\$ 19.60	\$ 20.51
T	\$ 10.85	\$ 11.33	\$ 11.90	\$ 12.42	\$ 13.00	\$ 13.60	\$ 14.22	\$ 14.90	\$ 15.60	\$ 16.32	\$ 17.08	\$ 17.89	\$ 18.72	\$ 19.58
U	\$ 10.38	\$ 10.86	\$ 11.36	\$ 11.91	\$ 12.44	\$ 13.02	\$ 13.63	\$ 14.24	\$ 14.92	\$ 15.63	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74
V	\$ 9.97	\$ 10.44	\$ 10.93	\$ 11.42	\$ 11.98	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 14.99	\$ 15.69	\$ 16.42	\$ 17.18	\$ 17.97
W	\$ 9.71	\$ 10.16	\$ 10.63	\$ 11.14	\$ 11.64	\$ 12.16	\$ 12.75	\$ 13.35	\$ 13.96	\$ 14.62	\$ 15.30	\$ 16.02	\$ 16.75	\$ 17.53

County Board adopted 4/9/2013



Position Description

HEAVY EQUIPMENT OPERATOR

Incumbent may be assigned to work in the Aitkin, McGrath, McGregor, Palisade, Swatara, or Jacobson shop, based on employer needs.

Department Highway Department
DBM/Grade To be determined
Reports to Highway Maintenance Foreman and Assistant Maintenance Foreman
FLSA Status Non-Exempt
Union Status Local 49 Road and Bridge Unit

Final Appointing Authority

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

Job Summary

To safely operate trucks, motor graders, heavy equipment, tractors and other specialized equipment to maintain highways and roads in County and to accomplish departmental objectives and tasks; performs related work as required.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

Supervision Exercised

No formal supervisory authority.

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 and punctuality are essential requirements of this position.

1. Performs maintenance and repair duties during all seasons of the year in such a manner that roads are safe for travel. Such tasks include but are not limited to: repairing and replacing culverts, assisting on construction projects, patching and filling potholes in pavement, excavating and backfilling frost boils, graveling roads, repairing guard rails, installing and replacing traffic and work zone signs, clearing brush, trees, and mowing right-of-way, picking up and removing rocks, debris, and dead animals from roadways, assisting in emergencies and natural disasters, operates chain saws and other power tools, steams culverts and frees culverts from ice, snow, and debris.
2. Operates heavy/light equipment, such as, motor graders, front-end loaders, excavators, tractors, dozers, tandem and single axel dump trucks, belly dump trucks, performing tasks such as, plowing,



Position Description

loading and hauling snow, spreading sand, salt, and road chemicals, and scraping ice from road/streets and parking lots. Smoothing road surfaces, spreading gravel, and cutting and shaping road shoulders. Hauling gravel, fill, waste, and other road materials and supplies. Re-grading and reshaping roads, constructing roads, ditches, leveling earth, stripping sod, and gravel deposits. Mixes salt sand and road chemicals. Loads and stockpiles culverts and other materials. Mowing, clearing brush, trees, rock and debris from rights-of-way. Towing semi and tag trailers, hauling gravel and equipment. Cleaning beaver dams from culverts and ditches.

3. Performs daily safety checks on trucks and equipment and record results.
 4. Services trucks, tractors, motor graders, other road maintenance equipment, pickups and autos. Changing oil, filters, greasing, washing and rotating tires. Performs repairs on trucks and equipment including changing cutting edges, welding, repairing hydraulic lines, replacing hydraulic pumps, hoses, motors, mounting and dismounting seasonal equipment.
 5. Operates autos, pickups, and all classes of trucks, picking up and delivering supplies and tools to job site, checking roads, and picking up trash, rocks, and debris from roads and ditches.
 6. Performs flag person duties, when required.
 7. May perform signage duties including but not limited to determining signing requirements, installing temporary signage for construction projects and permanent road signs in accordance with local signing policies, maintaining an accurate computerized inventory of signs in use and in inventory, inspecting roads for missing or damaged signs and keeping areas around signs and in sight lines clear of brush. This is a special assignment within the Equipment Operator job classification.
 8. Assists with equipment and building repairs as assigned, including but not limited to performing mechanical repairs and routine maintenance on light and heavy equipment such as pickup trucks, dump trucks, motor graders, front-end loaders, backhoes, dozers, tractors, and mowers, performing building maintenance on the office and shops, and delivering parts to various locations.
 9. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

High school diploma or general education degree (GED) required, plus four* (4) years experience operating heavy equipment/trucks. Preference will be given to candidates who have experience operating motor graders, backhoes, bulldozers, excavators, bobcats, and front-end loaders. Class A CDL required at time of hire.

*A certificate of training in heavy equipment from a technical school may be substituted for two (2) years of experience required.

Employees are not required to be a resident of Aitkin County as a condition of employment. However, within 6 months of the date of hire, the incumbent must meet the following reasonable response time residency requirement: Must be able to report to the assigned shop location within 60 minutes of call-out. This is a job-related necessity for public transportation/safety purposes.

A Class A commercial driver's license is required to perform the essential functions of this position.



Position Description

Employment reference checks, a criminal background check, pre-employment physical and drug test will be performed as part of the pre-employment process.

This position is subject to drug and alcohol testing pursuant to the federal Omnibus Transportation Employee Testing Act which requires that all employees whose job duties include operating a commercial motor vehicle (CMV) and who are required to hold a commercial driver's license (CDL) shall be subject to testing.

Must be willing to work flexible hours, weekends, and holidays as needed for snowplowing and emergency road maintenance or repairs.

U.S. Citizenship required.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices to safely and effectively accomplish the needs of the department.
2. Maintenance of gravel and all-weather roads.
3. Repairing pot holes and frost boils
4. Dangerous road conditions.
5. The capabilities and limitations of heavy equipment trucks and tools.
6. The mixing and application of road chemicals.
7. Materials safety data (MSDS) information and the necessary precautions of materials handled.
8. Safety procedures and rules.
9. Signage and road marking laws and requirements as assigned.
10. The repair of heavy equipment and trucks.
11. Materials, methods, and techniques commonly used in the maintenance and repair of road signs and road markings.
12. Practices, methods, tools, and materials used in the maintenance and repair of automotive and heavy equipment.
13. The operating principles of gasoline and diesel engines and of mechanical components of automotive and heavy equipment.

Skill in:

1. Teamwork, communication, and interpersonal skills as applied to interaction with co-workers and the general public sufficient to exchange or convey information and to receive work direction.
2. Verbal and written communication.
3. The operation of a variety of different pieces of heavy equipment.
4. The maintenance of heavy equipment.
5. The maintenance of all classes of trucks and automobiles.
6. The use of hand and power tools.
7. Repairing, installing, and maintaining road signs as assigned.



Position Description

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisor, and subordinates with respect, honesty, and consideration.
2. Follow oral and written directions.
3. Exercise judgment, initiative and discretion in developing work methods and operating procedures in order to implement departmental activities, policies and safety requirements.
4. Establish and maintain effective and supportive public relations to inquiring individuals and organizations.
5. Maintain a high degree of self-motivation and the ability to work independently.
6. Operate computers and maintain accurate sign and culvert inventories as assigned.

Language Skills

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Mathematical Skills

Basic Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Skills

Intermediate Skills – 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.

Computer Skills

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

County Payroll Software, E-time, Microsoft Outlook, and Internet.

Ability to Travel

Daily travel to various jobsites required.

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, design, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, and innovation.



Position Description

Work Environment

The noise level in the work environment is usually moderate to loud. Required to work irregular hours during inclement weather conditions, including cold, hot, and wet weather. Subject to dust, fuel vapors, asphalt vapors, solvent vapors, and lubricating oil and grease. Must perform road maintenance duties on wet and slippery roads that are hazardous to drive on. Must perform equipment maintenance duties in dirty, greasy, and hazardous conditions. Work will be dirty and hazardous at times. Subjected to chemicals, highway traffic, construction equipment operations, excessive noise, overhead and underground utility services, cuts, shock hazard, burns, and possible injury from power tools and vibrations from machinery.

Equipment and Tools

Computer, copier, fax, telephone, printer, calculator, power tools, hand tools, measuring and metering devices, road signage and supplies, welders, backhoes, bulldozers, excavators, motor graders, bobcats, front-end loaders, dump trucks, and county-owned vehicles.

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, use of fingers, grasping, feeling, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 70 pounds.

While performing the duties of this job, the employee performs heavy work, exerting up to 70 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.

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.

05/2013

"Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County."