



Board of County Commissioners Agenda Request

25
Agenda Item #

Requested Meeting Date: 11/28/2017

Title of Item: Consultant's Recommendation - Assistant Maintenance Supervisor (R&B)

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson		Department: Administration/HR
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: N/A consent
Summary of Issue: The Assistant Maintenance Supervisor position was modified following the retirement of Brian Zimpel, Maintenance Supervisor. Changes are attached. The consultant recommends this position be a Grade 7. (It is currently a Grade 6.) (Scott Kellerman, Assistant Maintenance Supervisor, was promoted to Maintenance Supervisor on November 27, 2017, so the Assistant Maintenance Supervisor position is currently vacant.)		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to accept the consultant's recommendation of Grade 7 for the Assistant Maintenance Supervisor position, effective 11/28/2017.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Funds are available in the R&B budget. Wage range \$45,312 - \$67,271. Last incumbent was at \$61,256.		

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



Position Description

ASSISTANT ~~HIGHWAY~~ MAINTENANCE SUPERVISOR

[Redacted]

Department Road and Bridge Department

Grade To be determined

Deleted: B24 Grade 6

Reports to Highway Maintenance Supervisor

Deleted: Foreman

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 by the Human Resources Department.

Job Summary

~~Under the direction of the Highway Maintenance Supervisor, provides To assist in the oversight and supervision of assigned all maintenance personnel engaged in the operation of equipment, maintenance of equipment, and the maintenance of all public drainage county-ditches and county highways roads. To plan, organize, and coordinate maintenance projects and track materials and labor.~~

Deleted: 10

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

Supervises assigned staff, including heavy equipment operators, ~~mechanics~~, and seasonal equipment operators.

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 County Engineer and Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, 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.

- ~~Assists in the directing of maintenance staff of the road and bridge department to ensure safe and usable roads for the general public. Assists in the supervision~~ Supervises assigned of subordinates engaged in repairing and maintaining highways, snow and ice removal, hauling materials, mowing and clearing roadsides, posting signs, and other related activities. Estimates equipment and



Position Description

manpower needs of maintenance projects and schedule work time of subordinates to efficiently complete the project. Trains maintenance personnel on repair and maintenance techniques.

2. Assists in coordinating annual emergency practice drills at all shops with maintenance personnel.
3. Observes and instructs subordinates of governmental safety regulations regarding road maintenance; alerts subordinates to dangerous equipment and working conditions. Inspects highway maintenance projects to ensure that all standards have been met.
4. Assists with the management of various activities related to the maintenance of roads and road rights-of way. Inspects roads for maintenance needs and report findings to Highway Maintenance Supervisor Foreman. Inspects road conditions outside of the normal work day on an alternating basis with the Highway Maintenance Supervisor Foreman and dispatches subordinates for snow and ice removal operations.
5. Meets and confers with the County Engineer and Highway Maintenance Supervisor Foreman to assess equipment, material and maintenance needs of the department and to develop the annual maintenance program. Performs field reviews of entrance permits and utility permits. Acquires the necessary quantity, and grade of materials to be used for road maintenance activities in compliance with department purchasing policies.
6. In collaboration with the Human Resources Department, assists in resolving personnel issues involving maintenance employees, participates in the hiring of applicants upon request. Disciplines Assists in discipline of maintenance employees by issuing verbal warnings and counseling statments. Recommends written reprimands, suspension, demotion and discharge of maintenance employees.
7. Answers questions and take complaints from the general public. Communicates Negotiates with the public on various departmental matters.
8. Represents the department at various meetings, seminars, and conferences.
9. 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.

Deleted: the

- Performs other related duties as assigned or apparent.

Minimum Qualifications

High school diploma or general education degree (GED), plus two years experience in a supervisory capacity in roadway maintenance or construction, or four years equipment operator experience; or an equivalent combination of education and experience.

A Class A commercial driver's license is preferred, but not required, required to perform the essential functions of this position. Required to obtain Class A CDL upon request by the employer.

Deleted: preferred, but not required.

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

With a Class A CDL, 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



Position Description

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 and weekends as needed.

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. Materials, methods, and techniques commonly used in highway maintenance and repair activities.
3. Occupational hazards involved and the safety precautions necessary to safely conduct work.
4. Forces of nature that affect road conditions and proper procedures to ensure safe use of roads under unusual conditions.
5. Correct usage of construction equipment and tools used for the maintenance and construction of roads and bridges.
6. Materials safety data (MSDS) information and the necessary precautions of materials handled.
7. Safety procedures and rules.

Skill in:

1. Communication and interpersonal skills as applied to interaction with staff and the general public sufficient to exchange or convey information and to receive work direction.
2. Organizing, prioritizing, delegating, and supervising work.
3. Operating heavy road equipment.
4. Operating survey equipment.

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. Maintain confidentiality regarding personnel matters.
3. Plan, assign, evaluate, discipline, and motivate diverse highway maintenance personnel in a manner conducive to high morale efficiency.
4. Determine precedents and practices.
5. Use resourcefulness and tact in solving new problems.
6. Comprehend and follow complex oral and written instructions and to work from sketches and plans.
7. Exercise independent judgment, initiative, and discretion in developing work methods and operating procedures in order to implement departmental activities and policies.
8. Remain prepared for road maintenance emergencies.
9. Establish and maintain effective working relationships with other employees, subordinates, county officials, contractors, property owners, other government agencies, and the general public.

Language Skills



Position Description

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 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. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

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 proficient at using the following software.

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

Ability to Travel

Frequent travel required throughout the county, an estimated 30,000 miles per year.

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, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, flexibility, and crisis management.

Work Environment

The noise level in the work environment is usually loud.

Working conditions will be dirty and hazardous at times, including exposure to hazardous chemicals, traffic control, construction equipment operations, excessive noise, overhead and underground utility lines, and adverse weather conditions. Duties beyond regular working schedule require an "on call" status.

This position requires a considerable amount of time beyond 40 hours per week to deal with the ever changing effects that nature has on a roadway system especially in the winter months. Incumbent must



Position Description

be self-motivated to perform this job to the level required. Incumbent is the person making the decisions when, where and how the department is going to react to all weather-related conditions that affect the roadways.

Equipment and Tools

Computer, copier, fax, telephone, printer, calculator, power tools, hand tools, surveying equipment, laser levels, measuring and metering devices, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

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.

10/4/2017

Deleted: 05/13/2014

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