



# Board of County Commissioners Agenda Request

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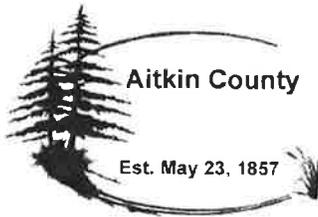
Agenda Item #

**Requested Meeting Date:** 8/27/2019

**Title of Item:** Accept Consultant's Recommendation for Assistant Highway Maint. Sup.

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Bobbie Danielson		<b>Department:</b> HR Dept.
<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director		<b>Estimated Time Needed:</b> 3 minutes
<b>Summary of Issue:</b>  <p>The Assistant Highway Maintenance Supervisor job description was re-evaluated based on assigned duties. Please find the job description with additional notes attached. The consultant indicated, given the position is doing mostly the same work as the Maintenance Supervisor (Grade 10), the evaluations should be similar. The consultant is recommending the Assistant Maintenance Supervisor be placed one grade lower than the Supervisor (at Grade 9) to recognize reporting relationships. This position is responsible for jointly overseeing and supervising, with the Maintenance Supervisor, all maintenance personnel engaged in the operation and maintenance of equipment, and the maintenance of all public drainage ditches and county highways. In addition, the position plans, organizes, and coordinates all maintenance operations, acquires maintenance materials, and provides input to the development of department budget and programs, in cooperation with the Maintenance Supervisor.</p> <p>The personnel policy provides a FLSA exempt employee whose job classification is upgraded be placed in the new pay range that results in at least a \$1560/year increase.</p> <p>Grade 7 (current) 2019 pay range, \$45,538 to \$67,607.          Grade 9 (new) 2019 pay range, \$51,997 to \$77,296.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion to accept the consultant's recommendation of Grade 9 for the Assistant Highway Maintenance Supervisor position.		
<b>Financial Impact:</b> 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> The incumbent's salary will increase by \$1,560/year, from \$61,073.85 to \$62,633.85, effective August 27, 2019.		

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



John Welle  
approved  
8/8/2019  
B.D.

**Position Description**

**ASSISTANT MAINTENANCE SUPERVISOR**

*Notes for the consultant (these notes will be removed from the final job description after consultant review): The Assistant Maintenance Supervisor reports to the Maintenance Supervisor (Grade 10), however, performs nearly identical essential functions due to the size of our county. E.g. 600 miles of road is too much territory for the one Maintenance Supervisor to cover on his own. The Maintenance Supervisor and Assistant Maintenance Supervisor take turns every other week being on call and are both independently responsible for monitoring road conditions in the entire county and the weather forecast while on call. In this role, both make independent decisions about when to dispatch out the road crews for snow plowing and other public safety work after normal business hours, between 4:30 p.m. and 7:00 a.m. weekdays, and on weekends and holidays. They jointly supervise a crew of 15 Equipment Operators, 2 Mechanics, and occasionally temporary/seasonal workers. The Maintenance Supervisor is primarily responsible for acquiring materials, supplies, and equipment while the Assistant Maintenance Supervisor has more 1:1 time with the individual equipment operators, but the Assistant Maintenance Supervisor also participates in ordering some materials (e.g. calculating quantities of asphalt needed and ordering), supplies (e.g. bluetooth devices and maintenance supplies), and recommending equipment purchases (e.g. truck, backhoe, security cameras, and other major purchases.). Both supervisors seek out ways to save money and provide valuable input to the County Engineer for his consideration as it relates to annual budget requests and projects. The County Engineer directs his road condition questions in the north half of our county to the Assistant Maintenance Supervisor and south half to the Maintenance Supervisor. Utility permits and applications for new driveways are primarily the responsibility of the Maintenance Supervisor, but are also at times delegated to the Assistant Maintenance Supervisor or split between the north and south half of the county for efficiency. Both supervisors regularly take complaints from the general public or staff, answer questions, and communicate with other departments and governmental agencies, including multiple townships. The primary difference between the two positions is the reporting chain of command and the years of prior experience upon hire - Maintenance Supervisor 5 years vs. Assistant Maintenance Supervisor 2 years.*

- Department** Road and Bridge Department
- Grade** To be determined
- Reports to** Maintenance Supervisor
- 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**

To jointly oversee and supervise all maintenance personnel engaged in the operation of equipment, maintenance of equipment, and the maintenance of all public drainage ditches and county highways. To plan, organize, and coordinate all maintenance operations, acquire maintenance materials, and provide input to the development of department budget and programs, in cooperation with the Maintenance Supervisor.



## *Position Description*

### **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 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.

1. Oversees maintenance staff of the road and bridge department to ensure a safe and well-maintained county highway system for the general public, in cooperation with the Maintenance Supervisor. Supervises 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 manpower needs of maintenance projects and schedules work time of subordinates to efficiently complete the project. Trains maintenance personnel on repair and maintenance techniques.
2. Oversees equipment maintenance and supervises subordinates engaged in maintenance and repair of equipment.
3. Assists in coordinating annual emergency practice drills at all shops with maintenance personnel. Provides proper safety training to staff. Conducts risk assessment of department policies and facilities.
4. 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.
5. 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 County Engineer. Inspects road conditions outside of the normal work day on an alternating basis with the Maintenance Supervisor and dispatch subordinates for snow and ice removal operations.
6. Meets and confers with County Engineer and Maintenance Supervisor to assess equipment, material and maintenance needs and to develop annual maintenance program. Acquires the necessary quantity and grade of materials to be used for road maintenance activities in compliance with department purchasing policies.
7. Performs field reviews of entrance permits and utility permits as assigned.



## *Position Description*

8. In collaboration with the Human Resources Department, assists in resolving personnel issues involving maintenance employees, participates in the hiring of applicants. Disciplines maintenance employees by issuing verbal and written reprimands. Recommends the suspension and discharge of maintenance employees.
  9. Answers questions and take complaints from the general public. Communicates with the public on various departmental matters.
  10. Represents the department at various meetings, seminars, and conferences.
  11. 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.
  12. May serve on the Safety Committee as assigned.
- Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

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

A Class A commercial driver's license is preferred, but not required. Required to obtain Class A CDL upon request by the employer

Employment reference checks, a criminal background check, pre-employment physical and drug test (with Class A CDL) 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 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.



## *Position Description*

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**

**High Skills** – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **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.



## ***Position Description***

### **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 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, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 70 pounds.



## **Position Description**

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.

7/30/2019 - draft

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***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*