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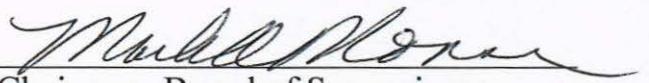
HUMAN RESOURCES DEPARTMENT

WOODBURY COUNTY, IOWA

DATE: June 9, 2015

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Building Services	Maintenance Worker-Grounds Keeper (New Position – Pay Grade 3)	AFSCME Courthouse: \$14.96-\$16.43/hour	X	
	*Please see attached memo and position description.			
County Attorney	Asst. County Attorney	AFSCME Asst. County Attorney: \$53,037-\$61,336/year	X	
	*Please see attached memo.			


 Chairman, Board of Supervisors

Woodbury County Building Services

Courthouse - Room B07

620 Douglas Street

Sioux City, IA 51101

Telephone (712) 279-6539 - Fax (712) 279-6532

BUILDING SUPERINTEDENT

Mark Elgert

Assistant Bldg. Superintendent

Mike Headid

Woodbury County Board of Supervisors:

There has been a change in job description for the Custodial position. It has now been change to Maintenance Worker/Grounds Keeper due to the upload of work this individual will be taking on. This individual will now be taking on the mowing for all occupied and unoccupied County properties and overall assistance as needed within the department such as, minor plumbing, minor electrical, carpentry repairs and paint as necessary. This is in addition to regular custodial duties.

We are also requiring this individual to maintain a valid driver's license.

Woodbury County Building Services

Assistant Building Superintendent



Mike Headid

**WOODBURY COUNTY
POSITION DESCRIPTION**

Name: _____

Department: County Building Services

Title: County Building Services Maintenance Worker/Grounds Keeper FLSA Designation: Non-Exempt/Grade 3

Effective Date: June 2015

Reports to: County Building Services Superintendent
and Assistant Superintendent

Purpose:

Responsible for assisting with the efficient and effective accomplishment of all cleaning and general maintenance and other designated offices in other buildings in accordance with County objectives for cleanliness image and health; under the direct authority of the Building Superintendent and the Assistant Building Superintendent.

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.

- Cleans Woodbury County's buildings
- Responsible for the effective accomplishment of all designated cleaning work in the Courthouse and nearby County offices as directed by supervisor
- Operates cleaning machines including carpet shampooer, waxer and buffer
- Maintains adequate supply of paper supplies in restrooms as well as soap in dispensers
- Responsible for leaving offices and buildings properly locked and secured
- Responsible for checking offices and buildings to assure that lights are out, electric coffee pots and office machines are off, windows are closed and locked, and all areas are secure from outside intrusion
- Responsible and accountable for seeing that all papers, documents and belongings remain undisturbed in the respective offices
- Prepare County property for events including furniture set-up and cleaning
- Perform general maintenance, minor plumbing, minor electrical, carpentry repairs, and paint as necessary
- Responsible for upkeep of occupied and unoccupied County properties, mowing, weed eating, trimming of trees and removal of any garbage
- Attendance is required
- Must have a valid driver's license

Non-Essential Functions and Responsibilities:

- Performs a variety of other duties relative to the scope of responsibility as assigned by the supervisor

Minimum Education and Experience Required to Perform Essential Functions:

- Possess High School diploma or General Equivalency Degree (GED)
- Basic knowledge of janitorial procedures
- The ability to learn to operate various cleaning machines
- Must be able to read/understand labels on various cleaning chemicals, etc. in English, etc.
- Physical ability to lift at least 50 85 pounds and to remain standing for long periods of time
- Candidate for hire must successfully pass a background check, physical examination, vision, back screen and drug screening prior to employment
- Knowledge of minor plumbing, minor electrical, carpentry repairs, and painting

Mental and Physical Competencies Required to the Perform Essential Functions:

Language Ability

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals and/or Iowa or County Building Services 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 read and understand legal descriptions, policies, and procedures. Able to communicate Woodbury County policies to managerial and non-managerial groups in person and in writing. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English.

Mathematical 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 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. 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 follow through to completion; ability to establish and maintain effective working relationships with associates and the general public by means of the spoken word in clearly spoken English

Equipment Used

Computer, typewriter, printers, calculator (10 key), copier, mail process machine, possess knowledge of anything relating to County Building Services systems. Routine heavy manual labor (50 to 85 pounds of dead lifting and to walk stairs carrying 50 pounds) ground keeper equipment-mower, weed eater, rakes, hoes, snow blower

Physical Demands

Typical environment involving sitting, walking, occasional bending, lifting and carrying objects 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 operations related to County Building Services systems, numerical and forms perceptions, clarity of vision 20" or less 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 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. Physical ability to work with hands, to stand for extended periods, to perform routine heavy manual labor (50 to 85 pounds of dead lifting and to walk stairs carrying 50 pounds) and to work during possibly adverse weather conditions.

Environmental Adaptability

Work is performed in all environments and has exposure to all environmental issues. 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. Candidate for hire must successfully pass a background check, physical examination , vision, back screen and drug screening prior to employment. The use of clearly spoken English for the skills and purposes of this job. Attendance is required. Valid driver's license and insurance.

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 duties as directed by the Employer and or Department Head. 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.

MEMORANDUM

Date: June 5, 2015
To: Board of Supervisors
From: PJ Jennings
RE: Request for New Hire

Supervisors:

On July 31, 2015, one of our juvenile attorneys will be retiring. This is a very important position within our office of which we will only have two remaining after this employee retires. It is crucial that we get a new attorney hired as soon as possible as the duties and learning curve for a new juvenile prosecutor can be quite over-whelming. It would be vital to have the outgoing prosecutor be able to assist with the training of any new hire to the office.

I ask that you now approve the hiring of a new juvenile assistant prosecutor.