

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

Date: 11/14/2024 Weekly Agenda Date: 11/19/2024

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Chairman Ung & HR Director Thomas

**WORDING FOR AGENDA ITEM:**

Discussion and consensus to increase the salary of the Building Services Director due to revised job description detailing increased duties related to the new Law Enforcement Center

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Due to increased duties and responsibilities in the revised job description, we are recommending an increase to a \$120,000 salary for the building services director, which is approximately 4%.

**BACKGROUND:**

The responsibilities of this position have significantly and permanently increased due to the new Law Enforcement Center. The director has done an excellent job managing increased responsibilities working with several entities, and work will continue to increase with several entities as the parties affected seek to recoup funds for the taxpayers. This position is more vital than ever before.

**FINANCIAL IMPACT:**

The proposed salary increase is \$4,757.34 (approx. 4%), not including IPERS and SSI.

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes  No

**RECOMMENDATION:**

Formal approval will take place in a future memorandum of personnel transactions. This informational item is to reach consensus of the \$120,000 salary, or of another amount. The recommended increase is conservative, given the scope. The HR Director has already attempted a study of comparables, but there are no comparable duty increases since our LEC project scope is a first-mover in the region.

**ACTION REQUIRED / PROPOSED MOTION:**

n/a

**WOODBURY COUNTY  
POSITION DESCRIPTION**

**Name:** \_\_\_\_\_  
**Title:** County Building Services Director  
**Effective Date:** November 2024

**Department:**  
**FLSA Designation:**  
**Reports to:**

**County Building Services**  
**Exempt**  
**County Board of Supervisors**

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**Purpose:**

The County Building Services Director under the direct authority of the County Board of Supervisors performs administrative, supervisory and technical work involving the maintenance and repair of structural, plumbing, electrical, heating, and cooling systems for all County facilities. Maintains County facilities in a manner that prolongs facilities use while engaged in long-term planning with aligned budgets, promotes safe and healthy work environments, and maximizes energy efficiencies. The Building Services Director assists in planning and coordinating activities concerned with the construction, modification, and maintenance of all County facilities as well as maintenance and improvement of building grounds. The position supervises and assists workers engaged in maintaining and repairing physical structures of the buildings and upkeep of grounds while maintaining necessary inventory for all maintenance and repairs.

**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.**

- Be on call 24 hours per day to handle or consult on major maintenance problems and work a flexible schedule as needed.
- Plans, organizes, directs, and controls the department, consistent with county policies and procedures, collective bargaining agreements and government regulations, contributing to the overall effectiveness of the department.
- Selects, orients, directs, motivates, trains, and retains staff capable of meeting current and projected needs; makes decisions/recommendations in matters such as performance reviews, corrective action, and terminations.
- Utilizes True Speak communication to commend highly effective performance, encourage growth of average performance, remediation of ineffective performance, and discipline or remove persistent unsatisfactory performance.
- Prepares the annual budget for the Building Services Department; assist in budget implementation; participate in the forecast of funds needed for equipment, materials, staffing and supplies; administer the approved budget.
- Prioritizes projects with the Capital Improvement Plan
- Meets with the Board of Supervisors; discusses issues such as construction/renovation project plans and recommends alternative solutions to improve quality operation of systems and equipment.
- Serves as a direct representative of the County Board in meeting with county's architect in developing new building projects, reviewing construction documents, and assisting the Board with building decisions.
- Attends all department meetings to communicate status and goals of the department as well as understand and assess the needs of other departments within the County.
- Coordinates with the Board, other elected officials and department heads with their requests for space needs, office environment, new technology requirements that are on-going, such as computer cabling, electrical, office design, HVAC conditions.
- Schedules, and provides technical support to staff for completion of all projects and supervises the work of architects, contractors, and any other service workers in planning, building, remodeling, or other additions or alterations to county-owned property to ensure that work is within the guidelines of federal, state, or local building codes and the lifestyle code.
- Implement best practices for the effective operation of computer heating, ventilation, and air conditioning systems (HVAC)
- Prepare RFPs when necessary, with good knowledge of bidding and procurement laws
- **Drafting, blueprint reading, sketch, layout, furniture space design, vendor installation management, order materials, participate in and supervise the construction and maintenance programs while keeping an accurate inventory of all materials. Responsible for State of Iowa procurement, contracts and pricing.**
- Interpret technical, governmental, and state regulations including but not limited to **Iowa Department of Natural Resources compliance and reporting, State of Iowa State Corrections compliance and reporting, Sioux City local codes compliance reporting including grease receptors and effluent discharge.**
- Inform public on matters such as ongoing and future projects, condition of facilities and energy savings.
- Develop preventative maintenance program to ensure cost effectiveness and longevity of equipment and to minimize disruptions in all operations within scope of responsibility; keep accurate records and reports of maintenance and work done on mechanical equipment, **including but not limited to, the Woodbury County Law Enforcement Center equipment, Digital Antenna Trunking Systems (DAS), Willoughby Water Management Controls, Schneider UPS System, ICN Correctional Systems, Hanawah Camera Systems, Accurate Detention Controls, Brinks Detention Locks, Lockinvar Boilers, PVI Water Heaters, and AHU Energy Recovery Wheels.**
- Plan, schedule, assign, and perform work done on mechanical equipment and building, troubleshooting and analysis of equipment problems.
- Maintain necessary inventory for all maintenance and repairs, oversee purchases and receive all maintenance and custodial supplies and equipment, **including but not limited to Ansul Systems-Hoods/Duct modifications to meet cleaning and compliance requirements.**
- **Maintain logistics occupancy list.**

- Manage construction/renovation project plans for completeness, code conformance and cost effectiveness, and coordinates work with existing facilities to eliminate adverse operations
- Responsible for payroll, claims, **all LEC Authority invoice payments, Woodbury County LEC Contracts**, inventory of materials and supplies for the projects.
- Establish and maintain effective, professional working relationships with employees, elected officials/department heads, contractors, members of the public and the Board of Supervisors.
- Keep up to date on current state-of-art technical developments in the field of operation and engage in further professional development. **Including Procore construction management software, Bluebeam software systems, Allegion Mobile Access software and Indusoft software.**
- **Maintain staff accessibility through Identocard badge/card systems, key management policy, access, and assignments. Schlage electronic wireless bluetooth locksets. Keep track of US Postal Service deliveries, vendor deliveries, and shipping.**
- Attendance is required

**Non-Essential Functions and Responsibilities:**

- Performs a variety of related duties in an efficient and thorough manner, under the direction of the County Board of Supervisors

**Minimum Education and Experience Required Performing Essential Functions:**

- Possess High School diploma or General Equivalency Degree (GED) and five (5) years of experience in building and grounds related work; or any equivalent combination of education and experience that provides the required knowledge and abilities. One (1) year supervisory experience preferred.
- Basic principles of supervision to include approaches to discipline and training techniques
- Knowledge of building engineering as related to building design, construction, and maintenance valid State Certificate of registration as a licensed 1<sup>st</sup> Class Hydronic Engineer
- Thorough knowledge of the methods and techniques commonly used in construction and maintenance activities including complex institutional heating, cooling, plumbing, and electrical systems, detention equipment, surveillance, elevator and fire alarm systems and methods to repair these systems.
- Knowledge of State Code requirements as related to responsibilities and of the hazard and safety precautions, regulations and standards related to facilities maintenance.
- General Carpentry skills, janitorial, housekeeping, and grounds keeping procedures.
- Blueprint reading; specifications and standards
- Good knowledge of applicable building codes
- Good knowledge in the use of personal computers and software packages
- Knowledge of management and budgetary principles
- Knowledge of building and equipment qualify to be bonded relating to the scope of responsibility
- Is of good moral character as determined by a thorough background check of local, state, and national files
- Must pass physical and psychological examination by County designated physicians
- Ability to tactfully and effectively communicate with others
- Knowledge of human relations, psychology, and personal maturity to maintain emotional stability in unusual situations of stress or social interaction pressure
- Ability to interpret and expedite all orders
- Ability to motivate, train, instruct, and supervise personnel
- Good knowledge of a continuous improvement models including the development of standard operating procedures.
- Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screening test prior to employment

**Mental and Physical Competencies Required to Performing Essential Functions:**

**Language Ability**

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals and/or Iowa or County 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 communicate Woodbury County policies to managerial and non-managerial groups in person and in writing. Ability to read and understand legal descriptions, policies, and procedures in written, oral, diagram and schedule form. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English. Have clarity of speech, hearing, and writing which permits effective communication and organize and presents factual information and ideas clearly and concisely, in oral and written form at Board meetings.

**Mathematical Skills**

Ability to add, subtracts, multiply, and divides 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. Handle moderate levels of stress and meet deadlines appropriate to the position. 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 follows through to completion; ability to establish and maintain effective working relationships with associates and the general public by means of clearly spoken English.

**Equipment Used**

Computer for data entry, spreadsheets and word processing, multi-line phone, fax machine, calculator, (10 key), copier/scanner, possess knowledge of anything relating to County Building Services systems. Work requiring the exertion of up to 50-85 pounds with assistance of force occasionally, and operation of motor vehicles and equipment

**Physical Demands**

Typical office environment involving sitting, walking, occasional bending, lifting, and carrying paper and related light objects generally weighing 50-85 pounds or less with assistance of force occasionally 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 clerical operations including clerical, numerical, and forms perceptions, clarity of vision 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 property descriptions 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.

**Environmental Adaptability**

Work is performed in all exposed environments and terrains while conducting field work. 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. Possession of a valid appropriate driver's license and insurance. Candidate for hire must successfully pass a background check (thorough background of local, state, and national files), a physical examination, vision, back screen and drug screening test prior to employment. The use of English for the skills and purposes of this job.

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 as directed by the Employer. 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.