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RESOLUTION # 40-2012

Resolution offered by the Building and Grounds and Labor Relations Employee Services Committees.

Resolved by the Board of Supervisors of Oneida County, Wisconsin:

WHEREAS, as a result of several vacancies in the Building and Grounds Department, the Building and Grounds Committee and Human Resources Director have completed a vacancy review study that included meeting with the Efficiency Team, collection of data from other counties and the review of the job duties of various positions in the Office; and

WHEREAS, the Building and Grounds Committee has discovered that the prior structure of a working department head has not accomplished the outcomes they had expected and the need for a hands on supervisor would be best served by the creation of an Assistant Building and Grounds Director, and

WHEREAS, the Human Resources Director has further reviewed and discussed the job titles, descriptions and duties of the Building and Grounds Director, Assistant Director, Lead Person, and Vacant Assistant Maintenance Technician assigned to the Law Enforcement Center with the Building and Grounds Committee, and recommends the Lead Person position would be eliminated with an Assistant Building and Grounds Director position be created in its place; that the duties of a working supervisor be removed from the Director position and reassigned to the Assistant Building and Grounds Director position; the vacant Assistant Maintenance Technician position at the Law Enforcement Center would be eliminated and a Cleaning Technician would be created in its place, and

WHEREAS, the Labor Relations and Employee Services Committee did review the recommendations of the Building and Grounds Committee and Human Resources Director and is in agreement with the proposed changes for the Building and Grounds Office.

NOW, THEREFORE, BE IT RESOLVED, by the Oneida County Board of Supervisors effective April 18th, 2012 that the positions of Lead Person and Assistant Maintenance Technician will be eliminated and Assistant Building and Grounds Director will be created at Grade Level 11 of the Non-represented Wage Schedule and a Cleaning Technician position will be created at Grade Level 1 of the Courthouse Wage Schedule, and

BE IT FURTHER RESOLVED, by the Oneida County Board of Supervisors that by adoption of this resolution it shall be deemed that an amendment has been made to the County budget for fiscal year 2012 as set forth in the fiscal impact statement which is attached hereto and made a part hereof.

Vote Required: Majority = _____ 2/3 Majority = _____ 3/4 Majority = _____

The County Board has the legal authority to adopt: Yes _____ No _____ as reviewed by the Corporation Counsel, _____, Date: _____

Approved by the Building and Grounds Committee this 2nd day of April 2012.

Approved by the Labor Relations Employee Services Committee this 11th day of April 2012.

Offered and passage moved by:

Supervisor

Supervisor

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Supervisor

Supervisor

Supervisor

_____ Ayes

_____ Nays

_____ Absent

_____ Abstain

_____ Adopted

by the County Board of Supervisors this 17th day April 2012

_____ Defeated

Mary Bartelt, County Clerk

Ted Cushing, County Board Chair

**ONEIDA COUNTY
FISCAL IMPACT
BUILDINGS AND GROUNDS REORGANIZATION**

Annual Cost April 18-December 31

**CREATE ASSISTANT BUILDINGS AND GROUNDS DIRECTOR
DELETE LEADPERSON
2012 Wage Rates**

GRADE 11

Wages	42,513	29,923
Social Security	3,252	2,289
Retirement	2,508	1,765
Health Ins-maximum	22,553	15,874
Life Ins-estimated	200	141
Income Continuation Ins	108	76
Workers Comp	<u>923</u>	<u>650</u>
		-
	72,057	50,717
		-
Delete Leadperson	(65,628)	(46,192)
Total	6,429	4,525

**CREATE CLEANING TECHNICIAN
DELETE ASSISTANT MAINTENANCE
TECHNICIAN
2012 Wage Rates**

	GRADE 1	
Wages	24,586	17,304
Social Security	1,881	1,324
Retirement	1,451	1,021
Health Ins-maximum	22,553	15,874
Life Ins-estimated	100	70
Income Continuation Ins	63	44
Workers Comp	<u>534</u>	<u>376</u>
		-
	51,167	36,014
		-
Delete Assistant Maint Tech	(38,604)	(27,171)
Total	12,563	8,843
Difference between Director amount budgeted and replacement	(14,147)	(9,957)
Total Increase	4,845	3,410

Lisa J. Charbarneau
Human Resources Director
lcharbar@co.oneida.wi.us

**ONEIDA COUNTY
LABOR RELATIONS
EMPLOYEE SERVICES
DEPARTMENT**

Courthouse Building
P.O. Box 400
Rhinelander, WI 54501-0400
Telephone (715) 369-6154
Fax (715) 369-6261

Linda M. Herrmann
Employee Services Manager
lherrmann@co.oneida.wi.us

MEMORANDUM

TO: LRES Committee Members

FROM: Lisa Charbarneau, Human Resources Director 

DATE: April 2, 2012

RE: Building & Grounds Re-organization

After the resignation of the Building and Grounds Director, the Building and Grounds Committee felt it was important to take the time necessary to review the current structure of the department and make any necessary changes to make it more effective and efficient. The Committee asked for my assistance in the process and the outcome of our research is before you today.

I met with the Efficiency Team to gather their thoughts and suggestions for the Building and Grounds Department. The Efficiency Team believes that the Building and Grounds Department should be a stand-alone department and could not currently be merged with any other existing department. I did discuss with the Efficiency Team the possibility of creating a larger "Public Works Department" and that Building and Grounds would be one of the sections in that department. The consensus was that under the current economic conditions it would be difficult to develop that type of department. I also asked my peers for information regarding their Building and Grounds Departments. In the forty plus responses I received; the majority of counties have a stand-alone Building and Grounds Department.

The Building and Grounds Committee felt that it was important to maintain a working supervisor for the department; someone to supervise and be able to work along side the staff. After a couple of meetings and discussions, Supervisor Fried suggested keeping the Director as an administrator and creating an Assistant Director to supervise the staff and have the ability to work along side the staff.

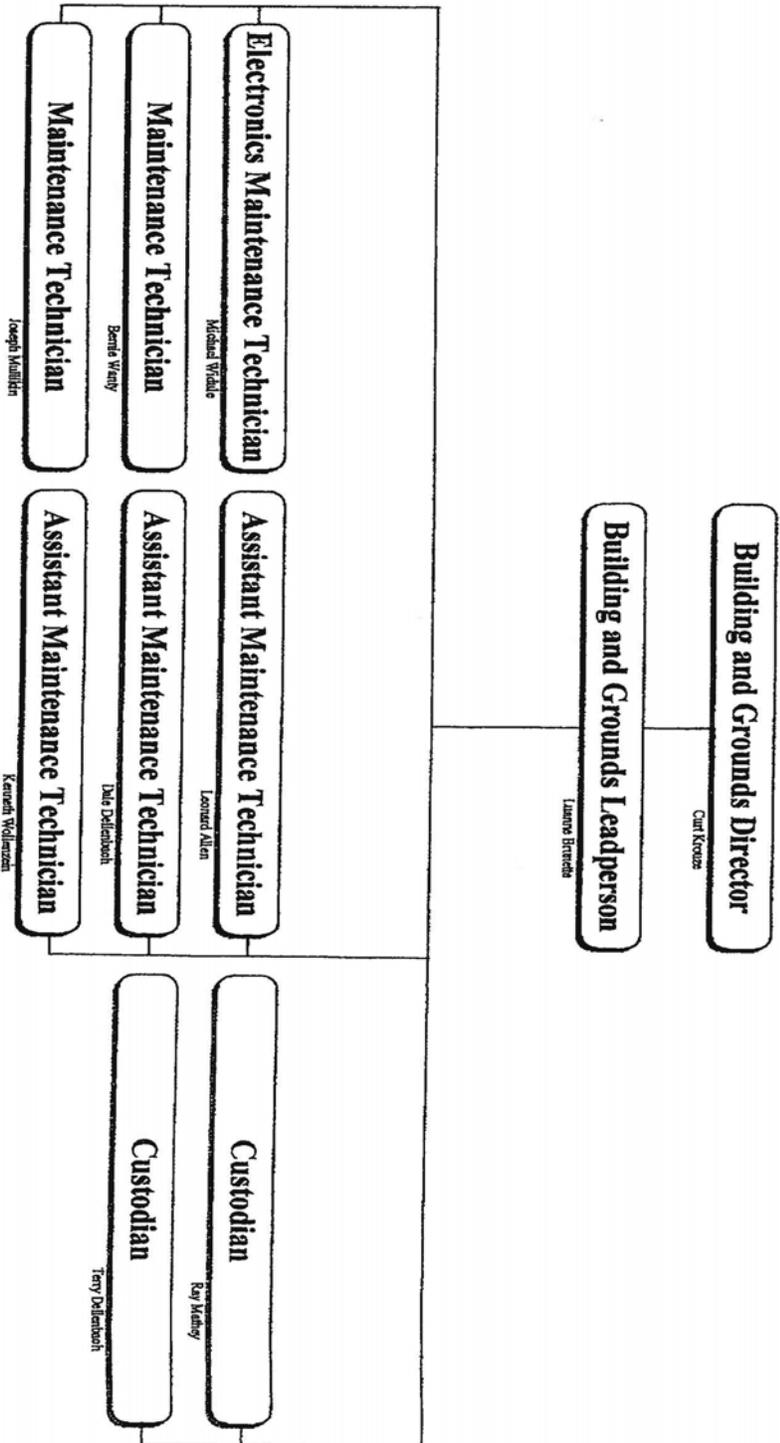
In collecting data from my peers, I discovered that Portage County did the exact same restructuring about nine months ago. Their HR Director has indicated that the new structure is working very well for the department.

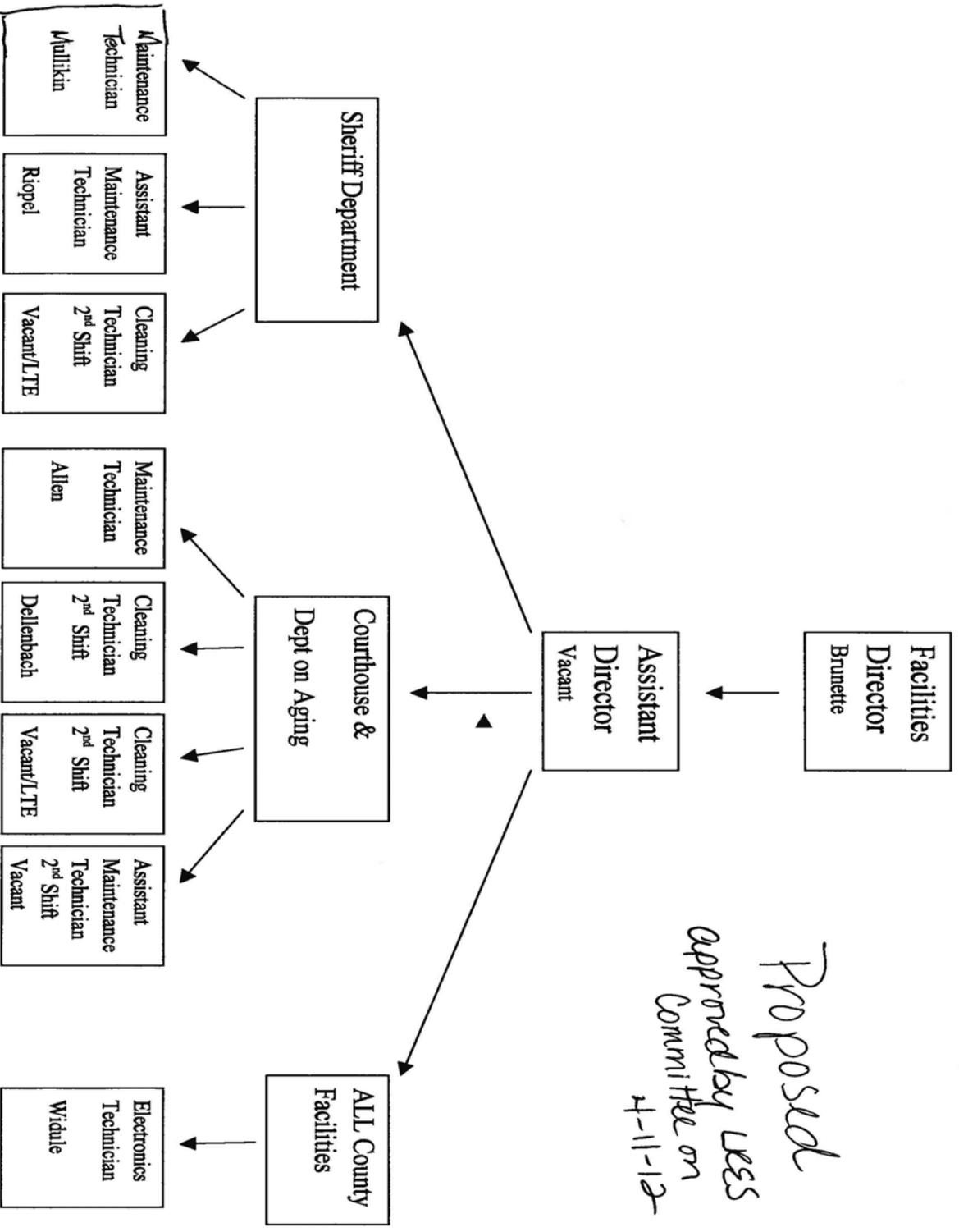
Attached you will find updated job descriptions for the Director and Assistant Director as well as a new organizational chart for the department. Another change being proposed is the elimination of an Assistant Maintenance Technician position at the Law Enforcement Center to be replaced by a Cleaning Technician.

I look forward to discussing this with you further at our meeting on April 11, 2012.

BUILDING & GROUNDS

Current





*Proposed
 approved by LEES
 committee on
 4-11-12*

Oneida County Job Description

Job Title: Facilities Director
Department: Facilities Management
Reports To: Buildings and Grounds Committee
FLSA Status: Exempt
Prepared By: Lisa Charbarneau
Prepared Date: March 2012
Approved By: Building and Grounds Committee
Approved Date: March 2012
Reviewed Date: _____

SUMMARY

The purpose of this position is to direct, manage, and supervise the personnel and operations of the Facilities Department by developing and executing a program of building and grounds maintenance. The Facilities Director is responsible for the department budget. Responsibilities also include the physical security of Facilities Department related County Buildings, assessing and responding to County's space needs and to serve as a resource for County officials and all County departments. **The incumbent shall be on call twenty-four hours a day for emergencies. The Director will designate an alternate in their absence.**

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Reports to and advises the Building and Grounds Committee on the costs of new equipment and new construction/remodeling; oversees specifications and plans for remodeling projects; serves as the County's primary resource in major projects working with architects, contractors and inspectors.
- Prepares department annual budget for submission to the County Board; evaluates and monitors department work practices and budget activity/expenditures to assess sound fiscal responsibility; oversees purchases, payments, and personnel time reporting; reviews and evaluates current budget to determine future budgetary needs based on current and long range planning and specific goals.
- Provides advice on all County buildings and grounds, repairs and remodeling.
- Directs, coordinates and monitors all aspects of operation of the Facilities Department.
- Provides coordinated services to Oneida County Departments; including all buildings and other County facilities as required.
- Interviews and hires new staff members; supervises skilled maintenance, custodial and clerical support personnel; performs employee evaluations, disciplines employees when necessary, recommends changes to department organization as necessary to maintain department and county values and goals.
- Instructs and trains staff. Inspects work in progress and at completion; ensures smooth day-to-day operations of the department.
- Develop, write, implement and monitor department safety policies and work rules; ensures department compliance with established policies, procedures, codes and regulations.
- The Facilities Director performs ongoing review, evaluation and development of rules, guidelines and procedures including ADA compliance as they relate to County buildings and grounds in accordance with the Building and Grounds Committee, and local, state and federal laws.
- Collaborates with various County department heads and committees to discuss current and long-term facility needs; considers daily operations of County departments and employees when coordinating and scheduling vendor, contractor, or other projects; develops a five year maintenance plan for major County building projects.
- Analyzes, evaluates and approves vendor estimates to determine if department should perform work or contract with an outside vendor; meets with contractors, vendors, inspectors, and other involved agencies and personnel to monitor

compliance with contracts, codes and regulations; conducts building inspections; monitors scheduling and completion dates.

- Administers the purchase of public property furniture and equipment cleaning/janitorial and paper supplies for Oneida County. Contacts department heads/County faculties to obtain annual needs; creates spreadsheet report with the annual needs for committee review/action; prepares requests for proposals for publication and distribution; places orders for furniture, equipment and supplies with vendors and coordinates delivery of items to various County departments and facilities; and facilitates the processing of warranty issues.
- Works with Risk Managers in developing resolutions for ergonomic needs.
- Maintains Oneida County's fixed asset inventory for public property. This includes receipt of updated fixed asset inventory lists for all departments; updating records; distribution of updated lists; and assisting the Finance Director/auditors with the tracking of acquisition and disposition of the county's furniture and equipment assets.
- Develops and maintains department filing system including construction documents, blueprints, and record drawings; plan files, legal documents, routine departmental filing system and for various County facilities, storage building and tower sites.
- Implement general security measures for all County facilities as directed.
- Perform additional duties as assigned.

SUPERVISORY RESPONSIBILITIES

Provides direct supervision of department staff including assigning work, adjusting grievances, approving or denying time off, disciplining employees in accordance with the Oneida County Code and authorizing overtime.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework.
- Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.
- Knowledge of principles and techniques of effective supervision and management.
- Basic knowledge of mechanical principles, equipment, tools, methods, techniques and terminology used in the operations, maintenance and repair of building mechanical equipment.
- Basic knowledge of the methods, materials and equipment used in construction, remodeling and repair of buildings.
- Basic knowledge of relevant local, state and federal codes and safety rules.
- Ability to work and make decisions independently in accordance with recognized policies of the Building and Grounds Committee, County Board, Human Resources Policies, Facilities Management Department Policies and other relevant policies, procedures and ordinances.
- Requires the ability to plan, organize, direct and control a major organizational unit requiring significant internal and external interaction.
- Requires the ability to utilize a variety of advisory data and information such as financial statements, technical reports and operating manuals, budget, payroll and utility reports, blue prints and schematics, requests for proposals, contracts, policy/procedure and equipment manuals, work and preventive maintenance orders, labor agreements, vendor catalogs, statutes and codes, and non-routine correspondence.
- Requires the ability to communicate orally and in writing with Building and Grounds Committee, County Board members, Department Heads and other County Personnel, Judges, vendors and salespersons, contractors, architects and engineers, local government officials, and the public.
- Ability to operate computer-based facilities management system.
- Ability to establish and maintain effective working relationships with staff, elected Officials, public and vendors.

EDUCATION and/or EXPERIENCE

- Two year degree in business, management or related field preferred.
- Four years professional building maintenance experience.
- Three years supervisory experience.
- Must pass criminal background check which will be conducted by the Oneida County Sheriff's Department. Must not have any felony convictions.

LANGUAGE SKILLS

- Must be able to effectively communicate orally and in writing to all levels within the organization.
- Must have excellent English language skills.

MATHEMATICAL SKILLS

Must have good mathematical skills including basic math and geometry.

REASONING ABILITY

Must be able to effectively and efficiently diagnose problems and implement solutions.

CERTIFICATES, LICENSES, REGISTRATIONS

Certification as a journeyman, or higher classification, in plumbing, electrical or related field. Preferred.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to climb, bend, twist, sit, stoop, stand and reach for extended periods of time.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work may be performed in all types of weather.

- Direct, oversee, and service, repair and maintain detention equipment, including mechanical and electric locks, mechanical and electric door openers, remote indicating equipment, etc.
- Direct, oversee and service, test, repair, and maintain emergency generators at County Buildings
- Direct, oversee and service and maintain electrical equipment.
- Remodel offices.
- Estimate cost of, installation, repair and system repair of building access control system.
- Updates and maintains telephone system.
- Develops and maintains a program of preventive maintenance, standard operating procedures and plan for energy conservation.
- Maintains inventories, inspection reports and all pertinent reports for administration.

Grounds Maintenance

- Manage grounds maintenance with county personnel and outside vendors
- Shovel and plow snow. Salt and apply ice melt to sidewalks and steps.
- Service and maintain plowing and law care equipment.
- Supervises the inspection and maintenance of grounds, roofs, HVAC systems, electrical systems, alarm systems, pumps, compressors, ventilators, chillers and other related equipment; ensures that all assigned facilities receive inspections in compliance with department, state, and federal rules and regulations.

Non-Essential Functions

- Performs related duties as assigned
- In case of a disaster may be required to assist in disaster relief efforts.

SUPERVISORY RESPONSIBILITIES

- In the absence of the Facilities Director, acts as direct supervisor to all other Facilities staff.
- Under instructions of the Facilities Director, coordinates work efforts by department staff.
- Approves/denies time off request or overtime.
- Issues oral or written instructions.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of cleaning methods and procedures, including use of caustic and toxic chemicals.
- Knowledge of detention equipment, including mechanical and electrical locks, mechanical and electrical door openers, remote indicating equipment, etc.
- Knowledge of welding in a repair situation in all positions.
- Knowledge of DIHLR safety and health standards.
- Knowledge of handling Freon in accordance with the Clean Air Standards Act.
- Knowledge of fire detection sprinkler systems.
- Ability to remodel office areas.
- Ability to read and follow work instructions, including schedules, safety signs and equipment operating instructions and blueprints.
- Knowledge of complex principles of HVAC, welding, electrical, and rough and finish carpentry including cost estimating remodeling and repair projects.
- Knowledge of computer based HVAC control systems.
- Knowledge of installation and maintenance of computer and phone wiring, and common wire management practices.
- Knowledge of electric and plumbing codes in public buildings.

- Knowledge of computer-controlled proportional damper motors and related controls and computer-controlled HVAC controls.
- Knowledge of pneumatic thermostats and controls.
- Knowledge of plumbing including knowledge of valves and flood busters found in penal institutions.
- Knowledge of electrical equipment including emergency generators.
- Ability to direct work of Facilities Management Department staff in a safe efficient manner.
- Ability to plan, organize and coordinate appropriate safety training for staff.
- Ability to deal with vendors and contractors and ensure work is within standards and bid specifications.
- Ability to deal effectively with people, including department staff and other County personnel.
- Ability to communicate effectively both written and orally.
- Ability to use computer programs such as Lotus Notes, Microsoft Word and Internet Explorer.
- Ability to maintain confidentiality.
- Ability to maintain regular, consistent and reliable attendance.

EDUCATION and/or EXPERIENCE

- High school degree or equivalent.
- Post high school education in Industrial Mechanical Technology; one of the skilled trades or related area.
- Five years experience in maintenance and repair of buildings, grounds, equipment and machinery or any combination of education and experience which would provide the necessary knowledge, skills and abilities to perform the necessary job duties.
- Two years of supervisory experience preferred.
- Must pass background check which will be conducted by the Oneida County Sheriff's Department. Must not have any felony convictions.

LANGUAGE SKILLS

- Must possess good English verbal and written communications skills.

MATHEMATICAL SKILLS

- Must possess good mathematical/accounting skills.

REASONING ABILITY

- Ability to evaluate situations and make good independent decisions based on practices, rules, and procedures.
- Must be able to maintain confidential records.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Wisconsin Driver's License and access to an insured vehicle for business related travel required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent standing, bending, stooping, climbing
- Lift/carry up to 80 pounds
- Lift waist to overhead 52 pounds
- Lift floor to waist 50-80 pounds
- Pushing and pulling objects up to 50 pounds
- Frequently outside and exposed to differing levels of temperature, humidity, noise and vibration
- Work environment dealing with mechanical and electrical hazards

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.