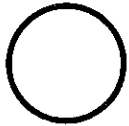


AGENDA
EXECUTIVE COMMITTEE
Tuesday, February 21, 2017
Room 115 at 8:45 a.m.

1. Call to Order
2. Verification of Quorum
3. Public Comments
4. Approval of minutes of 2/7/2017 meeting
5. Action Items
 - a. Review and Approval of Agreement between Wood County and City of Wisconsin Rapids concerning transfer of Annex Building and Elks Parking lot and other provisions to provide parking for Wood County River Block Building employees.
 - b. Resolution to authorize additional employee of Maintenance Department as requested by Executive Committee.
6. Adjourn



RESOLUTION#

Introduced by Executive Committee
Page 1 of 1

ITEM#

DATE February 21, 2017Effective Date Upon Passage

BLN

Motion:	Adopted: <input type="checkbox"/>
1 st <input type="checkbox"/>	Lost: <input type="checkbox"/>
2 nd <input type="checkbox"/>	Tabled: <input type="checkbox"/>
No: <input type="checkbox"/> Yes: <input type="checkbox"/>	Absent: <input type="checkbox"/>
Number of votes required:	
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds
Reviewed by: <u>PAK</u>	, Corp Counsel
Reviewed by: <u>MM</u>	, Finance Dir.

INTENT & SYNOPSIS: To create one full-time (1.0 FTE) Maintenance Technician position.

FISCAL NOTE: Anticipated wages and benefits at Grade 4, depending upon qualifications, up to Step 6:

Wages:	\$35,152.00
Fringes (Includes health and life insurances):	\$22,503.00
Total:	\$57,655.00

Source of wages and fringes: Maintenance Fund

WHEREAS, the Wood County Maintenance Department has a need for an additional Maintenance Technician in order to preventatively maintain and care for the aging facilities and equipment that belong to the County; and,

WHEREAS, Wood County recently purchased the River Block building, with approximately 75,000 square feet of floor space and a substantial amount of equipment that will need to be maintained; and,

WHEREAS, the Wood County Maintenance Department recognizes the benefit of preventative maintenance to reduce equipment failure, downtime, and interruption of County services; and,

WHEREAS, the Executive Committee supports the Maintenance Manager's position that an additional staff member is needed to maintain the assets under the Department's care;

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to go on record in directing the Maintenance Department and Executive Committee to create the position of Maintenance Technician as set forth on the attached position description effective immediately:

Position of 1 full-time (1 FTE) Maintenance Technician
Pay Grade: 4
Hours: 2,080 annually
FLSA status: Non-exempt
Department: Maintenance

WOOD CO MAINTENANCE DEPARTMENT
COST OF NEW POSITION

		Rate	Cost
<u>Wages</u>	<u>Object</u>		
Grade		4	
Step		6	
Pay Rate		\$ 16.90	
Hours	101	2,080	35,152.00
<u>Fringes & Other Pay</u>			
Clothing Allowance	111		
Overtime	115	-	-
FICA	120	7.65%	2,689.13
Health	130	\$ 15,764	15,764.00
OPEB	132	2.00%	703.04
Life Insurance	140	\$ 17.94	17.94
Retirement	151	6.80%	2,390.34
Workers Comp	160	2.67%	938.56
Total Wages & Fringes			<u>22,503.00</u>
<u>Other Costs</u>			
General Supplies	131		
 Total Cost			 <u><u>57,655.00</u></u>

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WOOD COUNTY

POSITION DESCRIPTION

MAINTENANCE TECHNICIAN

Maintenance Department

GENERAL FUNCTION

Perform routine mechanical and maintenance duties necessary to keep the County Courthouse, grounds, facilities and all equipment functional, operating safely and in accordance with state and federal guidelines and established maintenance standards.

REPORTS TO

Maintenance Manager.

SUPERVISES

No supervisory responsibility.

RESPONSIBILITIES

A. ESSENTIAL FUNCTIONS

1. Operate heating, ventilation and air conditioning (HVAC) equipment and related systems; perform welding and metal fabrication; rebuild and repair circulation pumps, control valves and electric motors.
2. Perform skilled maintenance and repair on mechanical and electrical equipment; test and replace circuits; troubleshoot and correct defective switches, receptacles, ballasts and other wiring; perform routine mechanical and electrical maintenance.
3. Perform plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains and grease traps, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.).
4. Perform a variety of skilled building maintenance including repairs to doors, windows, roofs and other building parts; construct or assemble furniture and other wood and metal structures.
5. Maintain the County computerized door management system, electrical security systems, electronic door openers and fire alarm systems. Install and terminate telephone and computer lines.

WOOD COUNTY

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5. Maintain the County computerized door management system, electrical security systems, electronic door openers and fire alarm systems. Install and terminate telephone and computer lines.

6. Construct, rebuild and repair County equipment and facilities including various wood and metal structures, masonry work, equipment and furniture; prepare surfaces for painting and varnishing and apply surface coverings as required.
7. Grounds maintenance, including lawn mowing and snow removal. Keep the grounds neat in appearance and sidewalks clear of snow and ice, ensuring the safety of all County employees and the public.
8. Operate a variety of equipment and machines including saws, drill presses and various hand and power tools to perform repair and maintenance work; maintain tools and equipment in a safe, clean and proper working condition.
9. Responsible to know and practice the Safety policies of the County. Perform all job tasks in a safe and prescribed manner. Assure compliance with applicable federal, State and local codes, regulations and requirements.

B. OTHER JOB DUTIES

1. Purchase supplies, equipment, and materials necessary to complete projects.
2. Follow preventative maintenance schedules to ensure efficient operation of the building systems and to prevent deterioration of the physical condition of the buildings on site and other County facilities.
3. Perform routine maintenance of County maintenance vehicles and small engines.
4. On call 24 hours a day.
5. Performs related work as required; and/or assigned.

EXPERIENCE, TRAINING, QUALIFICATIONS

High school diploma or equivalent and vocational/technical training in mechanical, plumbing and electrical systems repair; five (5) years building and building systems repair; or any combination of education and experience that provides equivalent knowledge, skills and abilities. Working knowledge of welding and carpentry skills. Valid Wisconsin driver's license is required, and ability to maintain while employed with Wood County. Basic, everyday living skills are needed, as is the ability to understand and follow written and oral directions. Reading, writing, adding, subtracting, multiplication, and division of fractions is needed to read blueprints, and perform daily calculations on the job. Must complete "OSHA 10 hour" or higher level of safety training within six (6) months of date of hire.

Equipment used: truck (snow plow, trailer); tractor (snow plow, back blade, snow blower, broom, salt spreader); riding and push lawn mowers; weed trimmers; power tools (table saw, miter saw, jointer, band saw, pipe threader, drill press, grinder, etc.);

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hand tools (hammer, wrenches, screwdrivers, etc.); measuring tools (micrometers, vernier calipers, voltage meters, rulers, etc.); chainsaw; any other tools or equipment necessary to fulfill job responsibilities.

PHYSICAL REQUIREMENTS OF THE ESSENTIAL FUNCTIONS

Over seventy-five percent (75%) of the time is spent standing, hearing, low lifting (tools); low carrying (tools) using near vision, and medium and high fingering; ability to differentiate colors. About fifty percent (50%) of the time is spent reaching, feeling, medium pushing/pulling (lawn mower, snow shovel), and low handling. Sitting, walking, talking, using far vision, medium lifting, and low fingering comprise about twenty-five percent (25%) of the employee's time. Activities done about ten percent (10%) of the time include kneeling, crouching, crawling, climbing (stairs), as well as going up or down ladders, scaffolding, machines, etc.), standing, walking, stooping, bending/twisting, low and medium carrying, medium lifting, and low and medium pushing/pulling. In unusual situations, stooping, balancing, high lifting, very high lifting, very high carrying, very high pushing/pulling, and medium handling are performed.

ENVIRONMENTAL REQUIREMENTS OF THE ESSENTIAL FUNCTIONS

Ability to work in extreme hot and cold temperatures, confined spaces and other hazardous environments.

This description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

Wood 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.

Employee's Signature

Supervisor's Signature

Date

Date

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Supervisor's Signature

Date

Date

JOB CODE ____
Maintenance Technician 4

Reviewed and approved by the Human
Resources Department

Date

02/2017

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Maintenance Technician 4

Reviewed and approved by the Human
Resources Department

Date

02/2017