

August 2, 2012

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Tuesday, August 7, 2012
1:30 p.m., Commissioners Hearing Room
County-City Building, Room 112

NOTE: SPECIAL MEETING DATE

A G E N D A

ITEM 1: Request to revise the following classification:

<u>CLASS</u>	<u>CODE</u>	<u>CLASS TITLE</u>
	4956	Facilities Manager (C19)

ITEM 2: Request to create AFSCME - County Engineer - Pay Plan 'G'

ITEM 3: Request to create FOP #77 - Juvenile Detention Officers -
Pay Plan - 'Y'

ITEM 4: Election of Chair

ITEM 5: Election of Vice-Chair

ITEM 6: Miscellaneous Discussion

pc: Mike Thurber
Don Killeen
Don Thomas
Sheli Schindler
Joy Shiffermiller
Gary Young

LANCASTER COUNTY
FACILITIES MANAGER

NATURE OF WORK

This is responsible administrative and technical work overseeing maintenance and repair service to County owned and leased buildings and equipment. Administers and directs programs to maintain buildings, grounds, and equipment.

Work involves planning, directing and supervising the work of skilled maintenance workers performing maintenance and repair functions, ground upkeep and equipment repair. Work includes preparing bid specifications for contract demolition; monitoring demolition projects for compliance with specifications. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences, and results achieved. Supervision is exercised over supervisory, trades, custodial, and support staff members.

EXAMPLES OF WORK PERFORMED

Provide maintenance and repair service to various County, City and Public Building Commission facilities; coordinate maintenance repair work with other departments and building occupants to minimize interruptions.

Plan, direct and supervise the work of skilled maintenance workers; assign personnel to complete grounds maintenance, HVAC repair, electrical systems, plumbing issues, snow removal and asbestos abatement for County, City, Joint Antelope Valley projects, and Public Building Commission properties and the County's Adult Detention Facility; insure construction and repair projects, as well as building and grounds upkeep, are properly completed.

Prepare bid specification for contract demolition of County, City and Joint Antelope Valley properties; monitor demolition projects for adherence to specifications.

Perform scheduled maintenance and emergency repair of facilities, equipment, systems and vehicles; plan, coordinate and provide technical advice on major repairs or physical changes to jail facilities. Recommend the use of commercial maintenance and repair providers when necessary.

Coordinate preventive maintenance of departmental buildings and vehicles repairs.

Instruct workers in the proper and safe methods of operating tools used in performing required construction, maintenance, and repair work.

Requisition supplies and keep records of usage; investigate cost of new and replacement equipment and recommend purchase.

Draw, plan and write specifications for building repair and minor building alteration work.

Prepare budget estimates and monitor expenditures of allotted funds.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of building maintenance and repair methods.

Thorough knowledge of work standards and practices in various building trades such as mechanical, electrical, plumbing, painting, carpentry, and plastering.

Knowledge of procedures and practices involving hazardous building materials and waste removal.

Ability to plan, direct, and evaluate the work of a variety of skilled trade workers.

Ability to prepare and interpret building plans and specifications for building construction and repair work.

Ability to maintain accurate records and files.

Ability to collect and analyze technical data in preparation of cost estimates and budgetary reports.

Ability to perform heavy lifting.

Ability to safely operate various power and manual tools and equipment commonly used in construction and maintenance activities.

Ability to understand and operate an HVAC Control System.

Ability to establish and maintain effective working relationships with employees, public officials, and the general public.

Ability to inspect and evaluate work performed by skilled trade workers.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent plus thorough experience in building construction and maintenance work including experience supervising building trade workers. Experience in asbestos sampling and abatement is desirable for positions requiring such work.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus considerable experience in building construction and maintenance work including some supervisory experience or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Possession of such certifications required by law as necessary for the satisfactory performance of assigned duties.

Depending on assigned duties, an employee in this classification may be required to:

Pass a complete physical examination prior to beginning work and annually thereafter.

Be examined by a licensed physician to determine physical ability to work while wearing a respirator and must be re-examined on an annual basis, as per Title 178, Chapter 21 of Nebraska Asbestos Control Act.

Obtain State and Federal certifications in asbestos handling and supervision upon employment, and annually pass recertification tests, as per Title 178, Chapter 21 of Nebraska Asbestos Control Act and Environmental Protection Agency regulations.

For Corrections Department Only:

Must be a citizen of the United States and be at least nineteen (19) years of age or older.

At the time of employment, must be fingerprinted and the fingerprint cards promptly submitted to the Nebraska State Patrol for a criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of (1) year or more, from which a pardon has not been received.

Must submit to and successfully pass a substance abuse test.

Must be examined by a licensed physician and meet the medical requirements of the Corrections Department.

SPECIAL NOTICE

Smokers who are exposed to asbestos occupationally have a greatly increased risk of contracting lung cancer as compared to smokers who are not exposed to asbestos occupationally and non-smokers who are exposed to asbestos occupationally. This is according to OSHA (29 CFR, parts 1910 and 1926) and EPA (40 CFR, part 763) research.

AFSCME COUNTY ENGINEER PAY PLAN

Effective August 23, 2012
3.6% between steps

CLASS CODE	CLASSIFICATION TITLE	PAY								
		GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
2437	MAINTENANCE STORES CLERK	G09	15.460	16.018	16.595	17.191	17.810	18.452	19.115	19.804
4511	EQUIPMENT MECHANIC I	G10	16.018	16.595	17.191	17.810	18.452	19.115	19.804	20.516
4512	EQUIPMENT MECHANIC II	G14	18.452	19.115	19.804	20.516	21.255	22.020	22.813	23.634
4520	HEAVY TRUCK OPERATOR	G10	16.018	16.595	17.191	17.810	18.452	19.115	19.804	20.516
4521	EQUIPMENT OPERATOR I	G09	15.460	16.018	16.595	17.191	17.810	18.452	19.115	19.804
4522	EQUIPMENT OPERATOR II	G13	17.810	18.452	19.115	19.804	20.516	21.255	22.020	22.813
4523	SENIOR EQUIPMENT OPERATOR	G14	18.452	19.115	19.804	20.516	21.255	22.020	22.813	23.634
4524	FUEL TRUCK/PAINT STRIPER OPERATOR	G10	16.018	16.595	17.191	17.810	18.452	19.115	19.804	20.516
4740	ROAD CONSTRUCTION & MAINTENANCE HELPER	G01	11.651	12.070	12.504	12.955	13.421	13.905	14.406	14.924
4742	LABORER	G08	14.924	15.460	16.018	16.595	17.191	17.810	18.452	19.115
4745	LABOR SUPERVISOR	G15	19.115	19.804	20.516	21.255	22.020	22.813	23.634	24.485

AFSCME COUNTY ENGINEER PAY GRADES

Effective August 23, 2012
3.6% between steps

PAY GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
G01	ANNUAL	24,234.08	25,105.60	26,008.32	26,946.40	27,915.68	28,922.40	29,964.48	31,041.92
	MONTHLY	2,019.51	2,092.13	2,167.36	2,245.53	2,326.31	2,410.20	2,497.04	2,586.83
	BIWEEKLY	932.08	965.60	1,000.32	1,036.40	1,073.68	1,112.40	1,152.48	1,193.92
	HOURLY	11.651	12.070	12.504	12.955	13.421	13.905	14.406	14.924
G02	ANNUAL	25,105.60	26,008.32	26,946.40	27,915.68	28,922.40	29,964.48	31,041.92	32,156.80
	MONTHLY	2,092.13	2,167.36	2,245.53	2,326.31	2,410.20	2,497.04	2,586.83	2,679.73
	BIWEEKLY	965.60	1,000.32	1,036.40	1,073.68	1,112.40	1,152.48	1,193.92	1,236.80
	HOURLY	12.070	12.504	12.955	13.421	13.905	14.406	14.924	15.460
G03	ANNUAL	26,008.32	26,946.40	27,915.68	28,922.40	29,964.48	31,041.92	32,156.80	33,317.44
	MONTHLY	2,167.36	2,245.53	2,326.31	2,410.20	2,497.04	2,586.83	2,679.73	2,776.45
	BIWEEKLY	1,000.32	1,036.40	1,073.68	1,112.40	1,152.48	1,193.92	1,236.80	1,281.44
	HOURLY	12.504	12.955	13.421	13.905	14.406	14.924	15.460	16.018
G04	ANNUAL	26,946.40	27,915.68	28,922.40	29,964.48	31,041.92	32,156.80	33,317.44	34,517.60
	MONTHLY	2,245.53	2,326.31	2,410.20	2,497.04	2,586.83	2,679.73	2,776.45	2,876.47
	BIWEEKLY	1,036.40	1,073.68	1,112.40	1,152.48	1,193.92	1,236.80	1,281.44	1,327.60
	HOURLY	12.955	13.421	13.905	14.406	14.924	15.460	16.018	16.595
G05	ANNUAL	27,915.68	28,922.40	29,964.48	31,041.92	32,156.80	33,317.44	34,517.60	35,757.28
	MONTHLY	2,326.31	2,410.20	2,497.04	2,586.83	2,679.73	2,776.45	2,876.47	2,979.77
	BIWEEKLY	1,073.68	1,112.40	1,152.48	1,193.92	1,236.80	1,281.44	1,327.60	1,375.28
	HOURLY	13.421	13.905	14.406	14.924	15.460	16.018	16.595	17.191

AFSCME COUNTY ENGINEER PAY GRADES

Effective August 23, 2012
3.6% between steps

PAY GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
G06	ANNUAL	28,922.40	29,964.48	31,041.92	32,156.80	33,317.44	34,517.60	35,757.28	37,044.80
	MONTHLY	2,410.20	2,497.04	2,586.83	2,679.73	2,776.45	2,876.47	2,979.77	3,087.07
	BIWEEKLY	1,112.40	1,152.48	1,193.92	1,236.80	1,281.44	1,327.60	1,375.28	1,424.80
	HOURLY	13.905	14.406	14.924	15.460	16.018	16.595	17.191	17.810
G07	ANNUAL	29,964.48	31,041.92	32,156.80	33,317.44	34,517.60	35,757.28	37,044.80	38,380.16
	MONTHLY	2,497.04	2,586.83	2,679.73	2,776.45	2,876.47	2,979.77	3,087.07	3,198.35
	BIWEEKLY	1,152.48	1,193.92	1,236.80	1,281.44	1,327.60	1,375.28	1,424.80	1,476.16
	HOURLY	14.406	14.924	15.460	16.018	16.595	17.191	17.810	18.452
G08	ANNUAL	31,041.92	32,156.80	33,317.44	34,517.60	35,757.28	37,044.80	38,380.16	39,759.20
	MONTHLY	2,586.83	2,679.73	2,776.45	2,876.47	2,979.77	3,087.07	3,198.35	3,313.27
	BIWEEKLY	1,193.92	1,236.80	1,281.44	1,327.60	1,375.28	1,424.80	1,476.16	1,529.20
	HOURLY	14.924	15.460	16.018	16.595	17.191	17.810	18.452	19.115
G09	ANNUAL	32,156.80	33,317.44	34,517.60	35,757.28	37,044.80	38,380.16	39,759.20	41,192.32
	MONTHLY	2,679.73	2,776.45	2,876.47	2,979.77	3,087.07	3,198.35	3,313.27	3,432.69
	BIWEEKLY	1,236.80	1,281.44	1,327.60	1,375.28	1,424.80	1,476.16	1,529.20	1,584.32
	HOURLY	15.460	16.018	16.595	17.191	17.810	18.452	19.115	19.804
G10	ANNUAL	33,317.44	34,517.60	35,757.28	37,044.80	38,380.16	39,759.20	41,192.32	42,673.28
	MONTHLY	2,776.45	2,876.47	2,979.77	3,087.07	3,198.35	3,313.27	3,432.69	3,556.11
	BIWEEKLY	1,281.44	1,327.60	1,375.28	1,424.80	1,476.16	1,529.20	1,584.32	1,641.28
	HOURLY	16.018	16.595	17.191	17.810	18.452	19.115	19.804	20.516

AFSCME COUNTY ENGINEER PAY GRADES

Effective August 23, 2012
3.6% between steps

PAY GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
G11	ANNUAL	34,517.60	35,757.28	37,044.80	38,380.16	39,759.20	41,192.32	42,673.28	44,210.40
	MONTHLY	2,876.47	2,979.77	3,087.07	3,198.35	3,313.27	3,432.69	3,556.11	3,684.20
	BIWEEKLY	1,327.60	1,375.28	1,424.80	1,476.16	1,529.20	1,584.32	1,641.28	1,700.40
	HOURLY	16.595	17.191	17.810	18.452	19.115	19.804	20.516	21.255
G12	ANNUAL	35,757.28	37,044.80	38,380.16	39,759.20	41,192.32	42,673.28	44,210.40	45,801.60
	MONTHLY	2,979.77	3,087.07	3,198.35	3,313.27	3,432.69	3,556.11	3,684.20	3,816.80
	BIWEEKLY	1,375.28	1,424.80	1,476.16	1,529.20	1,584.32	1,641.28	1,700.40	1,761.60
	HOURLY	17.191	17.810	18.452	19.115	19.804	20.516	21.255	22.020
G13	ANNUAL	37,044.80	38,380.16	39,759.20	41,192.32	42,673.28	44,210.40	45,801.60	47,451.04
	MONTHLY	3,087.07	3,198.35	3,313.27	3,432.69	3,556.11	3,684.20	3,816.80	3,954.25
	BIWEEKLY	1,424.80	1,476.16	1,529.20	1,584.32	1,641.28	1,700.40	1,761.60	1,825.04
	HOURLY	17.810	18.452	19.115	19.804	20.516	21.255	22.020	22.813
G14	ANNUAL	38,380.16	39,759.20	41,192.32	42,673.28	44,210.40	45,801.60	47,451.04	49,158.72
	MONTHLY	3,198.35	3,313.27	3,432.69	3,556.11	3,684.20	3,816.80	3,954.25	4,096.56
	BIWEEKLY	1,476.16	1,529.20	1,584.32	1,641.28	1,700.40	1,761.60	1,825.04	1,890.72
	HOURLY	18.452	19.115	19.804	20.516	21.255	22.020	22.813	23.634
G15	ANNUAL	39,759.20	41,192.32	42,673.28	44,210.40	45,801.60	47,451.04	49,158.72	50,928.80
	MONTHLY	3,313.27	3,432.69	3,556.11	3,684.20	3,816.80	3,954.25	4,096.56	4,244.07
	BIWEEKLY	1,529.20	1,584.32	1,641.28	1,700.40	1,761.60	1,825.04	1,890.72	1,958.80
	HOURLY	19.115	19.804	20.516	21.255	22.020	22.813	23.634	24.485

JUVENILE DETENTION OFFICER'S PAY PLAN

Effective September 6, 2012
3.6% between steps

CLASS CODE	CLASSIFICATION TITLE	PAY GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
7860	JUVENILE DETENTION OFFICER	Y01	ANNUAL	33,317.44	34,517.60	35,757.28	37,044.80	38,380.16
			MONTHLY	2,776.45	2,876.47	2,979.77	3,087.07	3,198.35
			BIWEEKLY	1,281.44	1,327.60	1,375.28	1,424.80	1,476.16
			HOURLY	16.018	16.595	17.191	17.810	18.452
				STEP 6	STEP 7	STEP 8		
		Y01	ANNUAL	39,759.20	41,192.32	42,673.28		
	MONTHLY		3,313.27	3,432.69	3,556.11			
	BIWEEKLY		1,529.20	1,584.32	1,641.28			
	HOURLY		19.115	19.804	20.516			