



WASHINGTON COUNTY, ARKANSAS
County Courthouse

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

September 11, 2017
5:30 P.M.
Washington County Quorum Court Room

Harvey Bowman
Robert Dennis
Joe Kieklak

Chair Lisa Ecke

Sue Madison
Vice Chair Butch Pond
Bill Ussery

A G E N D A

1. **Call to Order**
2. **Prayer and Pledge**
3. **Adoption of Agenda**
4. **Commercial Personal Property Manager** (4.1 - 4.3)
Russell Hill
5. **Human Resources**
Director Michael Watson
 - Deputy Circuit Clerk II – Kyle Sylvester (5.1 – 5.2)
 - Heavy Equipment Operator II (5.3 – 5.4)
6. **Other Business:** Any other business to be discussed by the Committee will be brought up at this time
7. **Public Comments**
8. **Adjournment**

Russell Hill
COUNTY ASSESSOR



WASHINGTON COUNTY, ARKANSAS
COUNTY COURTHOUSE

August 7, 2017

JESAP Committee,

As part of local reorganization, we want to move Valerie Brewer from the Chief Deputy Assessor position (Grade 21) to the Commercial/Personal Property Supervisor position (Grade 20), but with the same pay that she is currently making. Valerie's strong background in supervising a wide spectrum of functions in the Assessor's office would be invaluable to the commercial/personal property area. This area has seen a significant increase in work volume and requires a knowledgeable and experienced manager to oversee the office's transition as it adopts new technology, procedures and practices.

Ms. Brewer has been with the Assessor's office for six years and during that time has shown her dependability in performing assigned tasks. Her extensive background as a Chief Deputy Assessor in two counties (with a combined 12 years' experience) would be an invaluable asset in her new role.

Ms. Brewer will bring many talents to the Commercial Personal Department. She has a thorough understanding of project/program management techniques and methods. As well as, proven leadership and organizational skills. With her leadership this department will only get better.

Some of her immediate priorities are to apply change, risk and resource management; assess our program performance and make necessary changes or enhancements; formulate, organize and monitor inter-connected projects; develop and implement a thorough quality assurance program.

Respectfully,

Russell Hill
Washington County
County Assessor

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Washington County is an Equal Employment Opportunity Employer M/F/D/V

WASHINGTON COUNTY

Job Description

Job Title: Commercial Personal Property Manager or Director

Exempt (Y/N): YES DEPARTMENT: Assessor

DATE REVISED: August 2017 SUPERVISOR: Chief Deputy of Personal Property

SUMMARY:

The Commercial Personal Property Manager performs complex professional, administrative and managerial work, planning, organizing and directing a comprehensive program of the appraisal of tangible business personal property, and ensures compliance with all laws, rules and regulations pertaining to assessment of personal property. The manager is responsible for assisting the Chief Deputy of Personal Property with the day to day assigning of duties, as well as, seeing that these duties are performed in a timely and accurate manner. The person in this position is responsible for supervising 5 or more employees. He or she must be adept in decision making, delegating tasks, and maintaining quality control, as well as, handling problem taxpayers who can be in extreme moods. The Commercial Personal Property Manager is responsible to oversee completion and/or assist business owners or their agents with assessments of their businesses. The purpose of the position is to serve the public in a competent and respectful manner, provide convenient assessing, answer commercial/business questions/problems, and to ensure that each taxpayer is correctly assessed. The manager is responsible for accurately assessing approximately \$1.5 billion in appraised business personal property values within Washington County.

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

1. Supervise five Commercial Personal Property deputies working in the Business Department. Distribute job assignments equitably among available personnel to maintain commercial personal property department efficiency and quality control. This includes field, data entry and receptionist assessors.
2. Act as the representative for the Chief Deputy of Personal Property in their absence.
3. Help build positive relations within the department and any external parties.
4. Ensure all staff are trained and required to utilize the most up-to-date technology and procedures available.
5. Must be able to assess each situation encountered and decide on the appropriate action or response with the information supplied. If there is not sufficient information available, he or she may be required to supply an appropriate response based on their knowledge and experience, using cost manuals and internet research, and in accordance with State and County regulations.

6. Responsible for sending out field auditors in a controlled discovery search for new businesses in order to cover the entire county to find new businesses that will be added to the tax roll. This requires significant knowledge of Real Estate records and Arc Reader.
7. Make corrections to business assessments of current as well as prior years.
8. Ensure that the staff is present and accounted for at the appropriate times and that the commercial personal property office is always properly maintained, and keep a log of time off for sick as well as vacation. This would include assisting the Chief Deputy of Personal Property in scheduling lunches, breaks and vacations in the main office as well as outer offices.
9. Upon receiving assessments, the manager must make sure that the renditions are date stamped when received. Ensure late penalties are applied as necessary.
10. Ensure that all commercial personal property assessments (over 8,000) are mailed, e-mailed or assessed online for business owners or their designated representative after completion.
11. Responsible for overseeing county canvas that is responsible for finding new businesses.
12. Ensure the supplies are satisfactory for the department and order more when necessary.
13. Ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens in Washington County.
14. Assess taxpayer's needs and determine proper assessment procedures, proper school district, and previous assessing status.
15. Complete commercial personal assessment forms using the state manuals and commercial depreciation schedules. Vehicles and heavy equipment that should and do not automatically depreciate, must be adjusted using all proper avenues available as well as the assessor's reasonable judgment in accordance with State and County Laws.
16. Ensure that all commercial/business assessments are accurate for the accounting of taxable personal property within the county, and to ensure all existing and new businesses are assessed each year. Desk or on-site auditing may be required if the assessment appears to be insufficient.
17. Update assessment records and ensure that proper changes are entered into the computer system such as business name changes, address changes as well as F/F/&E and inventory updates and/or deletions.
18. Provide assistance to the public in person, via telephone or fax, by providing information concerning assessed values or an explanation of the appraisal process.
19. Provide assistance to/interview company representatives/public with the completion of commercial personal assessment form, answer questions, etc., via telephone, fax, e-mail, online or in person. This may include lawyers, CPA's, etc.

20. Assists the collector with information on businesses they are trying to collect on.
21. Perform on-site inspections of property to determine exactly what needs to be assessed, answer questions, and explain the depreciation schedule used to arrive at an assessed value.
22. Perform research on previous assessments to provide continuity of parcel number, assuring correct identification of taxpayer for the Collector. Gather sufficient assessment information for verification of payment of taxes for the Collector in more than one county.
23. Provide assistance to newly established businesses, out-of-state businesses, lease companies, or an unfamiliar proprietor with accurate explanation of the assessment process and State regulations.
24. Obtain information for "request for field check" including accurate directions for locations of new businesses to be added or an "out-of-business" to be removed from the tax rolls.
25. Complete revised commercial assessments with additional furniture, fixtures, and equipment or deletions. Apply late penalty, if applicable.
26. Ensure that all commercial and business personal property assessments are accurate in accordance with state law in order to provide the records base for the County Collector to collect the appropriate amount of tax for the operation of schools, city, and county organizations.
27. After completion of all received current year renditions, the commercial business assessor must check all previous existing assessments and contact the establishments to inquire why the current year's rendition has not been received.
28. Be familiar with and able to use ARC Reader to locate by commercial layer, RPID, etc. and to assign map index page, and for canvas and field check discovery.
29. Helps the Personal Property department with personnel when they are short of people to handle customers, phones and outer offices.
30. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
31. Ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens in Washington County.
32. Apply change, risk and resource management.
33. Assess program performance and suggest necessary changes or enhancements.
34. Develop, implement and monitor projects related to the assessment process.
35. Develop and implement a thorough quality assurance program.

SUPERVISORY RESPONSIBILITIES:

Will carry out supervisory responsibilities in accordance with the organization's policies and applicable law. Responsibilities include interviewing, making recommendations for hiring, and training employees; planning, assigning, and directing work; addressing complaints and resolving problems. When needed, will follow Assessor's disciplinary policy and procedure – using FORM PIP Created 8/20/15

QUALIFICATION REQUIREMENTS:

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.

Thorough understanding of project/program management techniques and methods. The incumbent for this position would exemplify outstanding leadership and organizational skills, excellent communication skills and excellent problem solving skills.

EDUCATION and/or EXPERIENCE:

Minimum requirements include Bachelor's degree, advanced understanding of accounting principles, Certified by the Assessment Coordination Department of the state of Arkansas as a Senior Administrator, at least 5 years' experience as a supervisor in the assessment field. Must have at least 2 years of project management experience.

Must also be proficient in Windows based programs, Excel, Word, Access, as well as mapping software (*ArcReader* and *Cama*).

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.

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle or feel, and talk or hear. The employee frequently is required to stoop, kneel or crouch, get up and down from a chair, and reach with hands and arms. Occasionally, the employee must walk and climb or balance.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include the ability to adjust focus, peripheral vision, color vision, and close vision.

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.

The noise level in the work environment is as you would find in a normal office building setting.

WASHINGTON COUNTY
Job Evaluation

Comm. Personal
Property Supv.

JOB TITLE: Commercial Personal Property Manager

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General</u> : Minimum time to become familiar with requirements of the job.	7	8	89
2	<u>Experience</u> : Minimum time to become familiar with management requirements of the job.	2	5	165
3	<u>Education</u> : Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	5	70
4	<u>Initiative & Ingenuity</u> : Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	5	5	36
5	<u>Mental Demand</u> : Measure of degree of concentration and sensory alertness.	5	6	70
6	<u>Analytical Ability/Problem Solving</u> : Opportunity to apply analytical ability and self-starting thinking.	5	6	100
7	<u>Responsibility for Work of Others - Supervision</u> : Appraises responsibility for work and direction of others.	2	2	33
8	<u>Responsibility for Funds, Equipment, Property, Etc.:</u> Personal responsibility and accountability for receipt, storage, issue, or use.	5	6	80
9	<u>Responsibility for Accuracy</u> : Opportunity for and probable effect of errors.	4	5	57
10	<u>Accountabilities</u> : Freedom to act, monetary impact, & impact on end results.	8	9	110
11	<u>Contacts with Public</u> : Responsibility for effective handling of contacts.	4	4	57
12	<u>Contacts with Employees</u> : Responsibility for effective handling of contacts.	3	3	28
13	<u>Machine Operations</u> :	6	6	120
14	<u>Working Conditions</u> :	2	2	12
15	<u>Physical Demand</u> :	2	2	8
		826		1035
	Washington County Salary Grade Level	18		20

Signed: _____

Date: August 21, 2017



WASHINGTON COUNTY CIRCUIT CLERK'S OFFICE
 WASHINGTON COUNTY COURTHOUSE
 280 NORTH COLLEGE AVE SUITE 302
 FAYETTEVILLE, ARKANSAS 72701
 PHONE (479) 444-1538
 FAX (479) 4441537

Kyle Sylvester
Circuit Clerk

September 6th, 2017

Dear Personnel Committee Members,

I currently have three Deputy Circuit Clerk 1 positions that need to be re-classified as Deputy Circuit Clerk II positions. The re-classification will be due to experience in the Circuit Clerk Office or combined years of experience in a Circuit Clerk Office, along with added responsibilities of assistance in training other employees and leading in particular divisions.

In August of 2009, Barbara Boyd was hired as a Deputy Circuit Clerk 1 in the Circuit Clerk's Office. Barbara works in the Real Estate Division of the Circuit Clerk's Office.

Barbara has proven to be invaluable to our staff with her extensive knowledge of procedures in the clerk's office and has shown to be reliable in her job duties. She has experience with several areas of our office including, but not limited to, Real Estate Recording, Court Desk procedures, Customer Service, and employee training. Barbara has been manning the front Real Estate desk for quite some time now and has done such a good job that we have been able to run that area efficiently with less manpower.

This is a request to have Barbara moved from a Deputy Circuit Clerk 1 to a Deputy Circuit Clerk 2 classification. She has five or more years of experience and has taken on added responsibility of assisting in training of other employees and heading up her particular area as a leader, which falls in line with the re-classification. I would also like to have her moved to the top of the quartile in the re-classification. She is currently in a Grade 10 and would be moved to a grade 13.

This position at the top of the quartile will pay is \$15.68/hour.

In April of 2009, Brenda Hale was hired as a Deputy Circuit Clerk 1 in the Circuit Clerk's Office. Brenda works in the Real Estate Division of the Circuit Clerk's Office.

Brenda has proven to be a key member of our staff with her extensive knowledge of procedures in the clerk's office and has shown to be reliable in her job duties. She has experience with the "old ways" of how documents were recorded and has been able to mesh those skills with the new procedures of electronic recording to be able to assist our customers and public most efficiently.

This is a request to have Brenda moved from a Deputy Circuit Clerk 1 to a Deputy Circuit Clerk II classification. She has five or more years of experience, and has taken on added responsibility of assisting in training of other employees to search and assist our constituents which falls in line with the re-classification. I would also like to have her moved to the top of the quartile in the re-classification. She is currently a Grade 10 and would be moved to a Grade 13.

This position at the top of the quartile will pay \$15.68/hr.

In November of 2016, I hired Ember McIntosh as a Deputy Circuit Clerk 1 in the Circuit Clerk's Office. Ember came to us from Phillips County where she worked for the Circuit Clerk's Office there for several years. Ember also worked for the Circuit Clerk's Office in Rapid City, SD for a year.

Ember has been an incredible addition to our staff with her extensive knowledge of procedures in the clerk's office and has shown to be reliable in her job duties. She brings to the table leadership skills and the ability to train others. Ember also has a bachelor's degree in Business Administration.

This is a request to have Ember moved from a Deputy Circuit Clerk 1 to a Deputy Circuit Clerk II classification. She has five or more years of experience and has taken on added responsibility in the Juvenile Division that fall in line with the re-classification. She is currently in a Grade 10 and would be moved to a Grade 13.

This position will pay \$14.11/hr.

The current budget for salary will not need any appropriation to adjust for the funding.

Please contact me with any questions you may have, ksylvester@co.washington.ar.us or (479) 444-1539.

Sincerely,



Kyle Sylvester
Washington County Circuit Clerk

**Washington County
Job Description**

JOB TITLE: Deputy Circuit Clerk II

Exempt: (Y/N):

DATE REVISED: September 2011

DEPARTMENT: Circuit Clerk

SUPERVISOR: Chief Deputy Clerk

SUMMARY:

Under the direction of the Circuit Clerk, the Deputy Circuit Clerk provides support service to the Circuit Clerk's office by providing assistance to attorneys and the general public. The incumbent performs data entry for seven (7) different courts, filing, ledger entry and typing. The incumbent provides assistance to the public in the filing of lawsuits for seven (7) different courts. Providing service to the Court in the selection of the Jury is part of this job. Records of attendance and pay-out reports must be kept. In addition, the incumbent prepares various reports, assists with telephone calls, and provides back up in the Real Estate area with data entry, when necessary. Indexing, proofing and scanning of Real Estate documents are important duties of this incumbent. All functions should be performed efficiently and in an accurate, timely, and professional manner as accurate data entry and records are of vital importance. The duty of training new deputy clerks falls within this description.

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

1. Perform data entry for seven (7) courts.
2. Provide assistance to the public in filing of lawsuits, answering questions, etc, either on the telephone or in person.
3. Provide assistance to attorneys, to include filing new lawsuits, filing of re-opens, issue summons, executions, writs of garnishment, subpoenas, notary bonds, file pleadings as they are received and make certified copies.
4. Prepare Certification of Authentications for Out of State Courts.
5. File for all courts to include separating court work, numbering orders, docketing pleadings and indexing by year and case number, preparing and typing summons and writs of garnishment and returning requested certified copies by mail.
6. Open and set up new juvenile, criminal, civil and domestic relations files folders and instruments, file-stamp mark each instrument and abstract the information for docket sheets, assign petitions and orders to the judge, index new cases and pleadings and enter the data on the record. Certifying all criminal records.
7. Provide assistance to attorneys, surveyors, and abstractors, complete information sheets, make copies for customers and assist them in searches for old records. Assist surveyors with plats and surveys, by making copies.
8. Keep pleadings in numerical and court order for the purpose of filing in correct court files.
9. Maintain accurate records and reports of Jurors for 1st through 7th Divisions Courts, when necessary.

10. **Call Jurors to report for duty. Call Jurors back to not report when case is settled before trial date.**
11. **Attend Court, call attendance, help to seat the 12 person jury, swear in the Jury, swear in the witnesses.**
12. **Prepare the list for the 1st through 7th Division Court Jurors each quarter and send to the Sheriff's Office. Prepare worksheets for the judicial department on all cases filed and terminated.**
13. **Prepare and mail out all juror payment/information for the 1st through 7th Division Court and send to the Comptroller's office.**
14. **Receive, index, record, certify and mail out mortgages, deeds, financing statements, releases, liens and surveys and other instrument that are recorded.**
15. **Fill out divorce coupons with the case number, plaintiff and defendant's names that are filing, date married, and when the divorce is final. Mail to the state for recording.**
16. **Proof read all computer entries ensuring accurate entry. Make corrections, as necessary.**
17. **Filing pleadings into case files for 7 divisions of case files. Insure that all juvenile records are maintained in a "confidential" manner and information relating to a juvenile is not released except to authorized persons.**
18. **Maintain DD214's in a "confidential" manner and not released to anyone except an authorized person.**
19. **Scan Real Estate, misc. judgments, bonds, Lis pendens, plats, etc into the system to be viewed by public. Proof new case files in Court records.**
20. **Create CD's of all records.**
21. **Do Internet billing and posting of payments.**
22. **File process servers packets, sent to judge for signature and index names.**
23. **File, sign and seal Appeal transcripts for court reporter to send to Supreme Court. Index and check out appeals to individuals. Maintain and destroy at proper time.**
24. **Billing of faxed documents. Maintain First Appearance Proceeding documents.**
25. **Maintain the execution docket with plaintiff, defendant, amount of judgment and interest and costs obtained from court judgment as a permanent county record.**
26. **Train new Deputy Circuit Clerks at entry level.**
27. **Prepare Commitment papers for Sheriff's Department.**
28. **Perform duties for the Real Estate Desk when needed.**

29. Perform duties for Land Record indexing when needed.

30. Perform duties for Land Document Scanning when needed.

31. Perform duties for the Computer Administrator when needed.

QUALIFICATION REQUIREMENTS:

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.

EXPERIENCE-GENERAL:

The incumbent should possess good typing, strong computer skills; excellent interpersonal skills; have strong written and verbal communication skills. The incumbent must have working knowledge of general office machines such as computer, copiers, Fax, printer, etc.

EXPERIENCE:

Five (5) years previous office experience with Circuit Clerk's office. Must have strong knowledge of Arkansas State Laws and meanings of real estate and legal terms. Deputy Clerk II is trained to cover for 4 different departments in the Circuit Clerk's office Previous experience in general office skills are critical to perform the duties of this position.

EDUCATION:

Minimum of high school diploma or general education degree (GED); with five years in-house experience in a Circuit Clerk's office. Must have Computer knowledge and high level of legal terms. The incumbent must have confidence to speak in front of people in order to perform duties of Jury selection.

INITIATIVE & INGENUITY:

Because this incumbent has been trained to back up 4 other positions along with her own, she must be a self-starter and proceed without supervision in order to step into these job positions at a moment's notice. The incumbent must be capable of making decisions on proper real estate filings, indexing of real estate documents or scanning of documents without direction from others.

MENTAL DEMAND:

Must be able to concentrate on a high level. The incumbent must be able to multi task at a moment's notice. The incumbent must be alert to problems that may develop in training new employees.

ANALYTICAL ABILITY/PROBLEM SOLVING:

The individual requires continuous attention to details. They must have the ability to second guess and problem solve with little information or wrong information. They must have the ability to use common sense in order to carry out written, oral or diagrammed instructions and the ability to deal with problems involved in a situation of a routine nature.

RESPONSIBILITY FOR WORK OF OTHERS:

Responsibility for work of others by directly supervising and training new Deputy Circuit Clerks. The incumbent carries out supervisory responsibilities in accordance with county's policies and applicable laws. Responsibilities including training, planning, assigning, and directing work, addressing complaints and resolving problems.

RESPONSIBILITY FOR FUNDS:

Over \$100,000.00 passed through this office each month. Being responsible for filling in for 4 different positions, this incumbent handles different amounts on a daily basis.

RESPONSIBILITY FOR ACCUACY:

With the Deputy Clerk II being trained to fill in for the Land Records clerk, the real estate desk and the scanning clerk, she must possess above average computer skills and above average accuracy in data entry. This individual must have the ability to switch mind processes quickly and be alert to the changes around her.

ACCOUNTABILITIES:

In the training and direct supervision of new Deputy Circuit Clerks, the incumbent must be accountable for the knowledge she instills in the new clerks. If they are not trained properly the office cannot function correctly. This incumbent is accountable not only to the Circuit Clerk's office but to the abstractors, lending institutions, and every property owner of Washington County. One small error would be critical to the chain of ownership of property. One error in releasing of Judgments, liens, UCCs etc. would be monumental to an individual in their credit rating.

CONTACTS WITH PUBLIC:

Deputy Clerk II has contact with the public constantly. Whether it is in their capacity as Jury trial clerk, their daily job as office clerk or by way of telephone, it is mandatory to be courteous, understanding and helpful. They must have the ability to effectively communicate information and respond to questions in person- to- person and small group situations with customer, clients, general public.

CONTACTS WITH EMPLOYEES:

In the training of new employees or in every day working environment, the incumbent must work with all employees. They must effectively communicate and respond in to other employees in the office.

MACHINE-COMPUTER OPERATIONS:

The incumbent should possess good typing, strong computer skills. The incumbent must have working knowledge of general office machines such as computer, copiers, Fax, printer, etc.

WORKING CONDITIONS:

The work environment characteristics described 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.

The noise level in the work environment is usually moderate

PHYSICAL DEMAND:

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.

While performing the duties of this job, the employee must set for long periods of time; occasionally stand and walk; use hands to finger, handle, or feel objects and to talk or hear. Also, the employee must occasionally reach with hands and arms.

Specific vision abilities required by this job include close vision and abilities to interpret small numbers and letters on reduce copies.

The employee must occasionally be required to lift up to 10 pounds.

Joseph K. Wood
COUNTY JUDGE



WASHINGTON COUNTY, ARKANSAS
COUNTY COURTHOUSE

September 11, 2017

Personnel Committee,

As part of a local reorganization, the Roads Department would like to upgrade three (3) current HEO 1 positions to HEO 2 positions. The current structure of the Road Department would be significantly improved by incorporating the additional three positions into the supervision of staff.

The Roads Department has a number of staff with long tenure in their positions and by having additional opportunities for advancement, these staff can mentor entry-level HEOs as well as assist those staff who might be interested in acquiring a different set of skills. Currently, there are fourteen (14) HEO 2 and fifty-six (56) HEO 1 positions. The additional three positions would improve the career prospects for staff mobility. The Department would not be replacing the resulting three HEO 1 positions vacancies.

Due to the fact that these have been long-term unfilled positions and that there have been retirements and/or resignations of other long serving employees, the Road Superintendent is quite comfortable in being able to fund these upgrades from the current Roads Department budget.

Respectfully,

Joseph K. Wood
Washington County
County Judge

WASHINGTON COUNTY
Job Description

JOB TITLE: Heavy Equipment Operator II

Exempt (Y/N): No

DEPARTMENT: Road Department

DATE REVISED: October 2011

SUPERVISOR: Road Superintendent

SUMMARY:

Under the general supervision of the Job Supervisor or the Road Superintendent, the incumbent primarily operates heavy equipment in the construction, improvement, and maintenance of county roads. Also, operates road department equipment including dump trucks, loaders and graders. The incumbent is responsible for the installation and maintenance of 911 emergency signs, safety signs, and road department signs. The incumbent has the responsibility to monitor identification and informational signing, make and install the highway signs, as needed, and perform other miscellaneous duties related to the installation of signs. The incumbent is responsible for the procurement and maintenance of the parts inventory, assist with two-way radio communications and dispatch, and maintain the physical condition of the shop building. The incumbent is responsible for the maintenance of assigned tools and equipment. The incumbent is responsible for machinery valued upto \$250,000 and sign material/inventory valued at \$100,000.

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

1. Drive a distribution truck for asphalt paving, spread asphalt and set up base gravel
2. Dozer operation to build roads, cut ditches, clear right-of-way, stockpile gravel, and dig ponds.
3. Loader operation for loading trucks and stocking gravel at the crusher.
4. Dump truck operation to haul gravel and operate the snowplow or chip spreader truck in the winter, water truck operation in summer, and spreader truck operations for blacktop material.
5. Scraper operation to move dirt and clean up roads.
6. Grader operation to grade county roads. Operate forklifts and backhoe loaders.
7. Backhoe operation for the installation of tiles and the general cleaning of roads and drainage ditches.
8. Roller operations for the setting up of base and dirt, rolling asphalt, and chip seal roads..
9. Moving truck operation for transport of heavy equipment.
10. Grader operation to grade county roads or plow snow or ice.

11. Repair truck flats on large trucks to allow them to proceed to field operations promptly and efficiently.
12. Operate forklifts and backhoe loaders.
13. Make, install and maintain road number or name signs, advisory, warning, information signs and other safety signs on county roads accurately and according to county specifications and MUTCD specifications.
14. Ensure that highway signs are properly located for maximum benefit to all citizens and for proper visibility for emergency vehicles.
15. Ensure that all sign posts are properly installed and placed to minimize upkeep and safety concerns, while obtaining highest visibility.
16. Document and update sign installation information for computer entry and accurate record keeping.
17. Maintain accurate and up-to-date inventory of parts, fuel, hoses, and other supplies that are stocked as basic requirements.
18. Obtain parts and supplies in the most accurate and cost effective manner.
19. Perform physical maintenance of the shop building to include basic carpentry, electrical wiring, plumbing and other repairs, as needed. Ensure that the shop is maintained in a safe and productive condition.
20. Perform non-technical mechanical repairs such as brakes, front-end, springs, spark-plugs, hydraulic systems, and other non-skilled mechanical tasks. Ensure that mechanical repair requests are prioritized according to the number of workers being hindered.
21. Assist with record keeping on parts and equipment.
22. Make safety inspections and maintain fire extinguisher.
23. Ensure that telephone and radio messages are recorded accurately and that the information is acted upon timely and correctly.
24. Make repair scheduling decisions in the absence of the Shop Foreman.
25. Clean and oil concrete bridge forms. Assist in setting forms in place in preparation for concrete pouring.
26. Perform shoveling operations during new road construction or for preparation of the area for concrete pouring.
27. Operate a pavement breaker to cut off a bridge deck.

28. Repair all flat tires on county owned trucks, graders, and equipment.
29. Make road service calls. Ensure proper repair and be able to use boom truck, if necessary.
30. Perform operation of other heavy equipment or other duties as assigned by Job Supervisor or Road Superintendent. Perform routine maintenance on all equipment assigned to projects in order to prevent breakdowns.
31. Ensure that all heavy equipment operations are performed in an efficient and safe manner for the construction, improvement, or maintenance of county roads to guard against accidents to fellow employees and the public at large.
32. Ensure that all assigned duties are efficiently performed to maintain continuity of the county road department.
33. Ensure that all departmental contacts are cooperatively performed for efficient road department operations.
34. Regular attendance is mandatory for this position.
35. Subject to 24 hour call in case of emergency.
36. Must have minimum of 10 years experience on county specific equipment.

QUALIFICATION REQUIREMENTS:

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.

EDUCATION and/or EXPERIENCE:

Minimum of high school diploma or general education degree (GED) preferred; must possess knowledge of heavy equipment operations on numerous pieces of machinery and 2 years previous experience operating various heavy equipment.

OTHER SKILLS and ABILITIES:

The incumbent must be able to operate trucks, loaders, rollers, etc. in order to fulfill the requirements for this position. The incumbent may be responsible for an assigned pickup truck. The incumbent must possess a CDL license with some positions requiring hazardous certification. Also, must be able to perform routine maintenance on the assigned equipment. The incumbent is required to use a calculator, two-way radio and occasionally a computer. The incumbent must possess good communication skills, as there is considerable contact within the road department, local business personnel, general public, and outside vendors. The incumbent must also possess basic knowledge of carpentry, electrical, wiring, plumbing, and other repair work.

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.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel, and talk or hear. The employee frequently is required to stoop, kneel, or crouch and reach with hands and arms. Occasionally, the employee must walk and climb or balance. Safety is a prime concern in all aspects of this position. The employee must occasionally lift and/or move heavy loads.

Specific vision abilities required by this job include the ability to adjust focus, peripheral vision, color vision, and close vision.

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.

The incumbent works under adverse weather conditions and has to contend with dust, dirt, fumes, noise, oily conditions, and temperature extremes. Also, the incumbent is responsible for assisting in snow and ice removal.

The noise level in the work environment is usually loud.