



WASHINGTON COUNTY, ARKANSAS
County Courthouse

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

Monday, June 10, 2019
6:00 P.M.
Washington County Quorum Court Room

Vice-Chair Susan Cunningham
Judith Yanez
Lisa Ecke

Chair Butch Pond

Sam Duncan
Shawndra Washington
Sue Madison

A G E N D A

1. CALL TO ORDER AND WELCOME

2. PRAYER AND PLEDGE

3. ADOPTION OF AGENDA

At the beginning of each meeting, the agenda shall be approved. Any JP may request an item be added or removed from the agenda subject to approval of the Committee.

NEW BUSINESS

4. REQUEST FROM CIRCUIT CLERK KYLE SYLVESTER TO ADJUST THE PAY OF THE DEPUTY CIRCUIT CLERK I POSITION (4.1 – 4.2)

5. REQUEST FROM JUDGE JOSEPH WOOD TO CHANGE THE TITLE OF TRAINING/ONE CALL OFFICER, GRADE 17 TO SAFETY TRAINING SUPERVISOR, GRADE 19 IN THE ROADS DEPARTMENT BUDGET FOR 2019 (5.1 - 5.4)

6. REQUEST FROM JUDGE JOSEPH WOOD TO CHANGE THE TITLE OF BRIDGE SUPERVISOR, GRADE 20 TO ROAD & BRIDGE SUPERVISOR, GRADE 21 IN THE ROADS DEPARTMENT BUDGET FOR 2019 (6.1 – 6.4)

7. REQUEST FROM JUDGE JOSEPH WOOD TO CHANGE THE TITLE OF RIGHT-OF-WAY COORDINATOR, GRADE 20 TO FIELD SUPERINTENDENT, GRADE 23 IN THE ROADS DEPARTMENT BUDGET FOR 2019 (7.1 – 7.4)

8. **PUBLIC COMMENT**

Twelve-minute comment period with a three-minute limit for each individual to comment on items on the agenda.

9. **ADJOURNMENT**



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

June 3rd, 2019

Dear Committee Members,

This is a request to have Ember McIntosh adjusted in her pay grade.

Ember came back to us on May 21st, 2019 from the Department of Human Services. Ember has more than five years of experience with our court system, including our current court management system and eFlex filing system. She has extensive experience in the customer service aspect of our courthouse and has proven to be a good employee for Washington County.

Ember brings with her a wealth of experience in our Juvenile Department and has a skillset that far exceeds the basic requirements for entry level employment. I am requesting that Ember be paid at the mid-point between the third and fourth quartile of her pay grade, which is a grade 10. This will put her at \$15.50/hr.

The current budget for salary will not need any appropriation to adjust for the funding as I have had an employee resign and she will be replacing that person. This is not an additional position.

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 I

Exempt: (Y/N):

DATE REVISED: September 2011

DEPARTMENT: Circuit Clerk

**SUPERVISOR: Circuit Clerk, Chief Deputy
Clerk, Data Supervisor**

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 Child Support 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 accurate, timely, and professional manner as accurate data entry and records are of vital importance.

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, 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 6th 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 6 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 release 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 sent 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. **Prepare Commitment papers for Sheriff's Department.**

QUALIFICATIONS 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.

1. 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.

2. EXPERIENCE - MANAGEMENT:

None

3. EDUCATION:

Minimum of high school diploma or general education degree (GED); two (2) years previous office experience; and general knowledge of legal and real estate terminology. Must have knowledge of computer system. Must be able to speak in front of people to perform Jury selection.

4. INITIATIVE & INGENUITY:

This individual must be a self-starter and proceed without supervision in order to keep up with the volume of documents filed on a daily basis. The incumbent must be capable of making decisions on proper indexing without direction from others. They must be able to think quickly and effectually to research information for the customer.

5. MENTAL DEMAND:

Must be able to concentrate on a high level. The incumbent must be able to multi task at a moment's notice.

6. 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.

7. RESPONSIBILITY FOR WORK OF OTHERS:

None

8. RESPONSIBILITY FOR FUNDS:

Money passes through the incumbent's hands on a daily basis. It is their responsible to accurately collect and receipt filing fees and payments of fines.

9. RESPONSIBILITY FOR ACCURACY:

The individual in this position must possess above average computer skills and above average accuracy in data entry. The data input effects decisions made in the court system.

10. ACCOUNTABILITIES:

The incumbent is accountable not only to the Circuit Clerk's office but to the public as a whole. They are accountable to the court system, property owners, abstractors, lending institution. One error in data entry would be monumental to an individual's life. This involves Real Estate, Domestic Relations, Child Support, Civil suits, Juveniles and Criminal actions.

11. CONTACTS WITH PUBLIC:

Deputy Clerks' have 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.

12: CONTACTS WITH EMPLOYEES:

The incumbents must have a high degree of camaraderie to work together daily. They must be able to get along with their fellow employees and cover for each other.

13. 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.

14. 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.

15. 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 frequently sit and to talk or hear; occasionally stand and walk; use hands to finger, handle or feel objects. Also, the employee must Occasionally reach with hands and arms.

Specific vision abilities required by this job include close vision.

The employee must frequently lift or move up to 10 pounds and occasionally be required to lift or move up to 25 pounds.

Joseph K. Wood
COUNTY JUDGE



WASHINGTON COUNTY, ARKANSAS
COUNTY JUDGE

June 10, 2019

To: JESAP and Personnel Committees

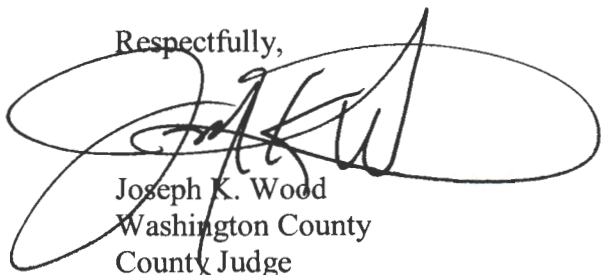
The Road Department is requesting that its Training/One Call Officer (Grade 17) position be converted into the Safety Training Supervisor (Grade 19) position. The current position's incumbent has been performing both the Training/One Call function along with his previous role as the Sign & Tile crew Supervisor. It was determined that this situation was untenable going forward.

A decision was made to combine the Training/One Call role with the supervisory responsibilities of the Sign Supervisor so that the Safety Training Supervisor would have overall responsibility for the safety function at the Roads Department along with serving as the primary liaison with State and Federal regulatory agencies.

Due to the fact that the grade hasn't changed, there are no funding implications with this staffing change at this time.

We appreciate your consideration of this request.

Respectfully,



Joseph K. Wood
Washington County
County Judge

280 N. College Avenue, Suite 510 • Fayetteville, Arkansas 72701
Telephone: (479) 444-3360 • Fax: (479) 444-1889
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Washington County is an Equal Employment Opportunity Minorities/Females/Disabilities/Veterans

Washington County Safety Training Supervisor Job Description

Job Code: 19
Exempt: Yes
Department: Road Department
Reports To: Road Superintendent
Location: Road Facilities
Date Prepared: June 03, 2019
Date Revised:

GENERAL DESCRIPTION OF POSITION

Under the general supervision of the County Road Superintendent or Assistant Road Superintendent, the incumbent is the development, planning & organizing of required safety classes for Road Department employees along providing supervision to sign maintenance staff. The incumbent is also responsible for all equipment necessary to complete various jobs, ensure proper completion of projects and maintain accurate inventory of all materials. The Training officer will all so be responsible for motivating & counseling employees & trainees in their Safety Habits also conduct or stimulate studying & research designed to improve the abilities of all employees. This incumbent will establish all state mandated training & insure that the road department stays in compliance with state safety mandates & training. The training officer will also be sent in for training & keep records on all training completed by the road department personnel. The incumbent must be able to operate the county's heavy equipment if needed. The training officer will also be responsible for prevention of utility damage on county maintained roads, that includes calling in locates for utilities for our daily construction operations. The incumbents are responsible for the supervision of employees and work crews to ensure efficient and accurate completion of all projects in a timely and safe manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conduct periodic safety and health walk-through inspections of all workplace facilities.
2. Ensure that quarterly safety training and all other specifically required training is provided for all employees.
3. Conduct accident/injury investigations and illness exposure monitoring.
4. Establish and monitor a program for reporting and investigating "near-miss" situations.
5. Conduct investigations into employee inquiries, suggestions and complaints.
6. Maintain required safety and health documents/files.
7. Ensure periodic inspections of all motorized vehicles.
8. Including, fire prevention plans, fire protection and hazardous materials communication. Safety coordinators deliver this training and document that each employee has completed the requirements. A safety coordinator may also administer post-training tests or review training feedback from employees.

9. Identify workplace hazards and correct them before they cause accidents. A safety coordinator may conduct these inspections alone or as part of a group that includes managers and supervisors. During an inspection, the safety coordinator should look for hazards such as locked fire doors, blocked exits, wet floors and loose floor tiles. This is also a good time to ensure that first-aid kits are well-stocked and fire extinguishers are easily accessible to employees.
10. A safety coordinator has to determine whether an injury or illness meets the record keeping requirements issued by OSHA, then fill in the relevant information for each incident. Safety coordinators also ensure that safety-related training records, accident reports and other documents are completed and stored properly.
11. Dump truck operation to haul gravel and operate the snowplow or chip spreader truck in the winter.
12. Backhoe operation to help load trucks or clear parking lots in foul weather.
13. Heavy equipment operation may be required to help in operations such as clearing parking lots or roads in foul weather or as needed to assist in general maintenance.
14. Ensure that telephone and radio messages are recorded accurately and that the information is acted upon timely and correctly.
15. Perform operation of other heavy equipment or other duties as assigned by Job Supervisor, Assistant Road Superintendent, or Road Superintendent. Perform routine maintenance on all equipment assigned to projects in order to prevent breakdowns.
16. 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.
17. Ensure that all assigned duties are efficiently performed to maintain continuity of the county road department.
18. This position also requires utility damage prevention on our county maintained roads.
19. Will be responsible for keeping roads located through One Call for 14 road grader operators on a daily bases. Also any other locates required for Washington County road maintenance and repair.
20. Will need general computer skills and willingness to learn the county programs.
21. Will be required to present American Traffic Safety Services Association (ATSSA) and traffic safety control plans.
22. Will be required to attend frequent safety programs.
23. Should be able to acquire or have needed safety certifications to comply with Washington County Road Department needs.
24. Ensure traffic safety: Including flagging, pilot vehicles and other means to ensure safety of personnel and driving public.
25. Work right-of-ways, including measuring and staking for road improvement projects.

27. Perform routine and preventative maintenance on all equipment. This equipment is very diversified and requires extensive expertise and knowledge of mechanics, hydraulics, transmissions, and overall workings of a wide variety of machinery from many companies or sources.
28. Ensure that all workers are properly supervised and are given proper direction in the performance of their duties. Assign employees to specific tasks in the best interest of the road department and the County.
29. Ensure that all work is performed in an efficient manner for the construction, improvement, or maintenance of County roads.
30. Ensure that all operations are performed in a safe manner to guard against accidents to fellow employees and the public at large.
31. Handle all emergency situations and repairs in a safe and efficient manner.
32. Ensure that an adequate inventory of tools, parts, and supplies are on hand for continuity of road department operations.
33. Ensure that accurate maintenance records are maintained for the shop and field maintenance work.
34. Perform all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
35. Attendance may be required during inclement weather and emergency situation.
36. Regular attendance is required.
26. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 5 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Driver's License, a good driving record and a CDL.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (3-7) of employees, usually of lower classifications. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions part of the time.

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to work near moving mechanical parts, work in high, precarious

places, fumes or airborne particles, toxic or caustic chemicals, work with explosives, vibration. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to talk or hear; occasionally required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

OTHER SKILLS and ABILITIES:

The incumbent in this position must be familiar with Road Department operations, A strong commitment to the road departments safety program, Have strong planning , and problem solving skills, Adaptable and flexible style in working with all types of individuals, Also a servant type attitude.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
June 2019
 POSITION **Safety Training Supervisor**
Job Code: 19

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE	
1	Experience-General: Minimum time to become familiar with requirements of the job.	8	89	
2	Experience-Minimum time to become familiar with management requirements of the job.	5	165	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	32	
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	5	36
		4B 3		
		4C 3		
5	Mental Demand: Measure of degree of concentration and sensory alertness.	5	70	
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	5	70	
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	2	33	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	5	48	
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	4	44	
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 5	8	90
		10B 1		
		10C 3		
11	Contacts with Public: Responsibility for effective handling of contacts.	3	41	
12	Contacts with Employees: Responsibility for effective handling of others.	4	38	
13	Machine-Computer Operations	6	120	
14	Working Conditions	5	32	
15	Physical Demand	5	24	
TOTAL VALUE			932	

SIGNED: _____

ORDINANCE NO. 2019-

**BE IT ENACTED BY THE QUORUM
COURT OF THE COUNTY OF
WASHINGTON, STATE OF ARKANSAS,
AN ORDINANCE TO BE ENTITLED:**

**AN ORDINANCE CHANGING THE TITLE OF
THREE FULL TIME POSITIONS IN THE
ROADS DEPARTMENT BUDGET FOR 2019.**

WHEREAS, the Washington County Roads Department
desires to change the title of three full time positions for 2019.

**NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM
COURT OF WASHINGTON COUNTY, ARKANSAS:**

ARTICLE 1. The title of the personnel position of Bridge
Supervisor, Grade 20 (0200010) in the County Road budget of the Road Fund
(20000200) is hereby changed to Road & Bridge Supervisor, Grade 21 (0200010) for
2019.

ARTICLE 2. The title of the personnel position of Training
Officer/One Call Officer, Grade 17 (0200233) in the County Road budget of the Road
Fund (20000200) is hereby changed to Safety Training Supervisor, Grade 19 (0200233)
for 2019.

ARTICLE 3. The title of the personnel position of Right-of-
Way Coordinator, Grade 20 (0200011) in the County Road budget of the Road Fund
(20000200) is hereby changed to Field Superintendent, Grade 23 (0200011) for 2019.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Ann Harbison**
Date of Passage:
Members Voting For:
Members Voting Against:
Members Abstaining:
Members Absent:

Joseph K. Wood
COUNTY JUDGE



WASHINGTON COUNTY, ARKANSAS
COUNTY JUDGE

June 10, 2019

To: Personnel Committees

The Road Department is requesting that one of its current *Bridge Supervisor* (Grade 20) position be converted to a *Road & Bridge Supervisor* (Grade 21).

In view of the changes requested for the *Sign & Tile Supervisor* position, it made sense to take the residual tiling responsibilities and combine them with the *Bridge Supervisor's* duties. This occurs on a regular, but informal, basis currently and as a result of the reorganization, there was a compelling logic to amend these duties with the current *Bridge Supervisor* position.

There is an annual difference of \$1727 and will be funded internally.

We appreciate your consideration of this request.

Respectfully,

Joseph K. Wood
Washington County
County Judge

280 N. College Avenue, Suite 510 • Fayetteville, Arkansas 72701
Telephone: (479) 444-3360 • Fax: (479) 444-1889
joseph.wood@co.washington.ar.us

Washington County is an Equal Employment Opportunity Minorities/Females/Disabilities/Veterans

Washington County Road & Bridge Supervisor Job Description

Job Code: 21
Exempt: Yes
Department: Road Department
Reports To: Road Superintendent
Location: Road Facilities
Date Prepared: June 03, 2019
Date Revised:

GENERAL DESCRIPTION OF POSITION

Under the general supervision of the county Road Superintendent or Assistant Road Superintendent, the incumbents are to provide supervision to various areas of the Road Department, such as the paving, tile, chip sealing and especially construction and maintenance of bridges. The supervisor is responsible for their respective area and must ensure that the County Road Department has adequate materials on-hand for the maintenance of County roads and bridges, responsible for equipment necessary to complete various jobs, ensure proper completion of each project, and maintain an accurate inventory of all materials. The incumbents are responsible for the supervision of employees and work crews to ensure efficient and accurate completion of all projects in a timely and safe manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the proper construction and application of approximately \$600,000 annually of asphalt.
2. Ensure that all new bridge construction, all bridge repair or replacements are efficiently conducted in accordance with specifications to protect the safety of motorists.
3. Repair and modify existing county bridges to include repairing decks, walls, or footings, fixing guard rails, removing and/or replacing tiles, and repair or replace low water bridges.
4. Responsible for ensuring that asphalt is laid to AHTD standards and specification.
5. Supervise proper repairs to existing paved roads to prevent deterioration of county roads.
6. Perform other functions as assigned by the Road Superintendent.
7. Must be able to obtain CDL license. County will provide training and equipment. Fees for license are the responsibility of the individual.
8. Perform routine and preventative maintenance on all equipment. This equipment is very diversified and requires extensive expertise and knowledge of mechanics, hydraulics, transmissions, crushers, and overall workings of a wide variety of machinery from many companies or sources.
9. Respond to and resolve problems from District Supervisors and citizen complaints dealing with drainage and paving problems according to the Road Department's policies and specifications.

10. Under the general supervision of the Superintendent or Assistant Superintendent, plan a time and method for paving, making decisions that could affect public and work output of other employees.
11. Ensure that all roads are paved properly to avoid costly errors in applications and possible embarrassment to County.
12. Calculate tonnage and gallons of asphalt to order.
13. Ensure traffic safety: Including flagging, pilot vehicles and other means to ensure safety of personnel and driving public.
14. Ensure that all workers are properly supervised and are given proper direction in the performance of their duties. Assign employees to specific tasks in the best interest of the road department and the County.
15. Ensure that all work is performed in an efficient manner for the construction, improvement, or maintenance of County roads and bridges.
16. Ensure that all operations are performed in a safe manner to guard against accidents to fellow employees and the public at large.
17. Handle all emergency situations and repairs in a safe and efficient manner.
18. Ensure that an adequate inventory of tools, parts, and supplies are on hand for continuity of road department operations.
19. Ensure that accurate maintenance records are maintained for the shop and field maintenance work.
20. Perform all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
21. Frequent contact with public regarding driveways when new construction or improvement are made to ensure that the proper tiles are obtained and installed for adequate drainage.
22. Investigate all public complaints concerning driveways and drainage and attempt to resolve the complaint in a timely and professional manner.
23. Access the proper tile, obtain payment for the tile, deliver tile, and install tile through operating trucks, tractors, loaders, forklifts, and rollers.
24. Clean ditches as directed.
25. Ensure that all tile is properly installed and that all ditches are cleaned to provide proper drainage.
26. Repair tiles already by roads or driveways.
27. Keep accurate records of tiles, complaints, installations, and other necessary records as required by the County.
28. Responsible for the sale and collection of approximately \$50,000 in tile sales.

29. Compute drainage needed to determine size of drainage structure needed.

30. Ensure that all workers are properly supervised and are given proper direction in the performance of their duties. Assign employees to specific tasks in the best interest of the road department and the County.

31. Ensure that an adequate inventory of tools, parts, and supplies are on hand for continuity of road department operations.

32. Ensure that accurate maintenance records are maintained for the shop and field maintenance work.

33. Attendance will be required during inclement weather and emergency situation.

34. Regular attendance is required.

26. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 9 to 10 years related experience and/or training, and 3 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

CDL License

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of large organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a large group (16-25) of employees who are engaged in similar activities.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions part of the time.

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts, outdoor weather conditions; frequently exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, vibration; and occasionally exposed to risk of electrical shock, work with explosives. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, talk or hear; frequently required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; an. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

EDUCATION and/or EXPERIENCE:

Minimum of high school diploma or general education degree (GED); Ten (10) years previous experience in construction, operation and maintenance of heavy machinery; Commercial Drivers License is also required.

OTHER SKILLS and ABILITIES:

The incumbents must possess considerable knowledge and/or experience in the repair of all types of machinery used by the Road Department. The incumbents must possess knowledge of machine operations used on the projects, general road maintenance knowledge, and accurate record keeping ability for project tracking. Dependent upon area of assignment, the incumbent must possess knowledge of survey work, bridge design, and general layout of bridges; knowledge in the proper handling and use of dynamite; welding knowledge; parts identification and installation. The incumbent must be able to operate cranes, dozers, backhoes, graders, brush hogs, and dump trucks in order to fulfill the requirements for this position. The incumbents must possess effective supervisory ability. Must be able to communicate effectively with coworkers and supervisors, the public and utility companies for certain projects. The incumbents are required to use a calculator, two-way radio, and occasionally a computer.

The incumbent works under adverse weather conditions and has to contend with dirt, dust, fumes, noise, oily conditions, and temperature extremes. The employee assigned to the quarry operation is at risk when explosives are being used. The employee assigned to bridgework is subjected to a danger factor as work may be performed above and below ground.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
June 2019
 POSITION **Road & Bridge Supervisor**
Job Code: 21

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE	
1	Experience-General: Minimum time to become familiar with requirements of the job.	12	164	
2	Experience-Minimum time to become familiar with management requirements of the job.	6	215	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	32	
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 5	7	65
		4B 4		
		4C 5		
5	Mental Demand: Measure of degree of concentration and sensory alertness.	5	70	
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	5	70	
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	5	100	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	5	48	
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	4	44	
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 5	9	110
		10B 2		
		10C 3		
11	Contacts with Public: Responsibility for effective handling of contacts.	5	80	
12	Contacts with Employees: Responsibility for effective handling of others.	4	38	
13	Machine-Computer Operations	4	38	
14	Working Conditions	5	32	
15	Physical Demand	5	24	
TOTAL VALUE			1130	

SIGNED: _____

Item 19-I-056

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ORDINANCE NO. 2019-

BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF WASHINGTON, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE CHANGING THE TITLE OF THREE FULL TIME POSITIONS IN THE ROADS DEPARTMENT BUDGET FOR 2019.

WHEREAS, the Washington County Roads Department desires to change the title of three full time positions for 2019.

NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM COURT OF WASHINGTON COUNTY, ARKANSAS:

ARTICLE 1. The title of the personnel position of Bridge Supervisor, Grade 20 (0200010) in the County Road budget of the Road Fund (20000200) is hereby changed to Road & Bridge Supervisor, Grade 21 (0200010) for 2019.

ARTICLE 2. The title of the personnel position of Training Officer/One Call Officer, Grade 17 (0200233) in the County Road budget of the Road Fund (20000200) is hereby changed to Safety Training Supervisor, Grade 19 (0200233) for 2019.

ARTICLE 3. The title of the personnel position of Right-of-Way Coordinator, Grade 20 (0200011) in the County Road budget of the Road Fund (20000200) is hereby changed to Field Superintendent, Grade 23 (0200011) for 2019.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Ann Harbison**
Date of Passage:
Members Voting For:
Members Voting Against:
Members Abstaining:
Members Absent:

Joseph K. Wood
COUNTY JUDGE



WASHINGTON COUNTY, ARKANSAS
COUNTY JUDGE

June 10, 2019

To: JESAP and Personnel Committees

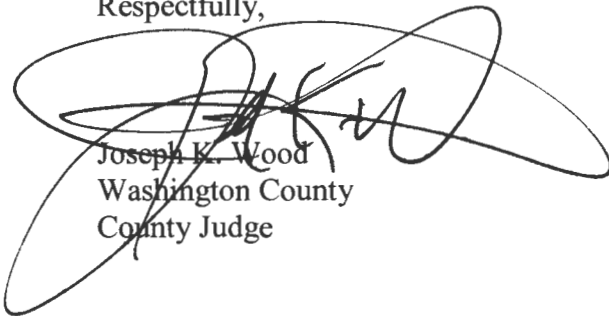
The Road Department is requesting that its currently unfilled *Right-of-Way Coordinator* position (Grade 20) be converted into a *Field Superintendent* (Grade 23) position.

A recent Roads Department reorganization was initiated in an effort to better support the various supervisors that operate in the field. This support will take the form of a field superintendent who will ensure that any problems (or potential issues) that arise are promptly addressed in a timely manner. This position will also provide a level of oversight to the satellite office located in Morrow.

There is an annual salary difference of \$7676 that will be funded internally.

We appreciate your consideration of these requests.

Respectfully,



Joseph K. Wood
Washington County
County Judge

280 N. College Avenue, Suite 510 • Fayetteville, Arkansas 72701

Telephone: (479) 444-3360 • Fax: (479) 444-1889

joseph.wood@co.washington.ar.us

Washington County is an Equal Employment Opportunity Minorities/Females/Disabilities/Veterans

Washington County Field Superintendent Job Description

Job Code: 23
Exempt: Yes
Department: Road Department
Reports To: Road Superintendent
Location: Road Facilities and In the Field
Date Prepared: June 03, 2019
Date Revised:

GENERAL DESCRIPTION OF POSITION

Under the general supervision of the county Road Superintendent and Assistant Road Superintendent, the incumbents are to provide supervision to various areas of the Road Department, especially construction and maintenance of new and existing County Roads. The superintendent is responsible for all roads and must ensure that the County Road Department has adequate materials on-hand for the maintenance or construction of County roads, responsible for equipment necessary to complete various jobs, ensure proper completion of each project, and maintain an accurate inventory of all materials. The incumbents are responsible for the supervision of employees and work crews to ensure efficient and accurate completion of all projects in a timely and safe manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform general road survey work and design work to include rough drawings on paper and perform general road layout to ensure efficient placement of county roads. The individual in this position should be able to read plans and build to specified drawings.
2. Supervise road crews in the general construction and repair on county roads to ensure efficient and safe performance of the crews.
3. Supervise new road construction operations. These operations include excavation and placement of road building materials and knowledge of equipment required to complete these tasks.
4. Ensure that all road construction, all road repair or replacements are efficiently conducted, in accordance with specifications to protect the safety of motorists.
5. Repair and modify existing county roads to include repairing driving surface, back slopes, ditches, damaged asphalt sections, and reconstruction of County Roads.
6. Perform other functions as assigned by the Road Superintendent.
7. Must be able to obtain CDL license. County will provide training and equipment. Fees for license are the responsibility of the individual.
8. Ensure routine and preventative maintenance on all equipment. This equipment is diversified and requires extensive expertise and knowledge of mechanics, hydraulics, transmissions, crushers, and overall workings of a wide variety of machinery from many companies or sources.

9. Ensure that all supervisors and workers are properly supervised and are given proper direction in the performance of their duties. Assign employees to specific tasks in the best interest of the road department and the County.
10. Ensure that all work is performed in an efficient manner for the construction, improvement, or maintenance of County roads and bridges.
11. Ensure that all operations are performed in a safe manner to guard against accidents to fellow employees and the public at large.
12. Handle all emergency situations and repairs in a safe and efficient manner.
13. Ensure that an adequate inventory of tools, parts, and supplies are on hand for continuity of road department operations.
14. Ensure that accurate maintenance records are maintained for the shop and field maintenance work.
15. Perform all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
16. Regular attendance is required.
17. Attendance may be required during inclement weather and emergency situations.
18. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 9 to 10 years related experience and/or training, and 3 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

CDL license

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Database, Spreadsheet, Alphanumeric Data Entry, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of large organizational component and the organization's clientele.

MENTAL DEMAND

Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises an extra-large group (25+) of employees who are engaged in similar activities in one or more departments.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions part of the time.

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions; and occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, talk or hear; frequently required to use hands to finger, handle, or feel; and occasionally required to walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; and peripheral vision.

ADDITIONAL INFORMATION

EDUCATION and/or EXPERIENCE:

Minimum of high school diploma or general education degree (GED); nine to ten years of previous experience in construction, operation and maintenance of heavy machinery; Commercial Driver License is also required.

The incumbents must possess considerable knowledge and/or experience in the repair of all types of machinery used by the Road Department. The incumbents must possess knowledge of machine operations used on the projects, general road maintenance knowledge, and accurate record keeping ability for project tracking. The incumbent must possess knowledge of survey work, road design, and general layout of county roads. The incumbent must have the ability to read and understand drawings and plans drafted by an engineer. The incumbent must be able to operate, dozers, backhoes, graders, brush hogs, and dump trucks in order to fulfill the requirements for this position. The incumbents must possess effective supervisory ability. Must be able to communicate effectively with coworkers and supervisors, the public and utility companies for certain projects. The incumbents are required to use a calculator, two-way radio, and occasionally a computer.

DBCompensation Job Valuing Summary

SCENARIO **Washington County
June 2019**
POSITION **Field Superintendent**
JOB CODE: **23**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	12	164
2	Experience-Minimum time to become familiar with management requirements of the job.	6	215
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	32
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 5	7 65
		4B 4	
		4C 5	
5	Mental Demand: Measure of degree of concentration and sensory alertness.	6	90
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	6	100
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	7	166
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	5	48
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5	57
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 6	10 150
		10B 2	
		10C 3	
11	Contacts with Public: Responsibility for effective handling of contacts.	5	80
12	Contacts with Employees: Responsibility for effective handling of others.	5	49
13	Machine-Computer Operations	4	38
14	Working Conditions	5	32
15	Physical Demand	5	24
TOTAL VALUE			1310

SIGNED: _____

Item 19-I-056

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ORDINANCE NO. 2019-

**BE IT ENACTED BY THE QUORUM
COURT OF THE COUNTY OF
WASHINGTON, STATE OF ARKANSAS,
AN ORDINANCE TO BE ENTITLED:**

**AN ORDINANCE CHANGING THE TITLE OF
THREE FULL TIME POSITIONS IN THE
ROADS DEPARTMENT BUDGET FOR 2019.**

WHEREAS, the Washington County Roads Department
desires to change the title of three full time positions for 2019.

**NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM
COURT OF WASHINGTON COUNTY, ARKANSAS:**

ARTICLE 1. The title of the personnel position of Bridge
Supervisor, Grade 20 (0200010) in the County Road budget of the Road Fund
(20000200) is hereby changed to Road & Bridge Supervisor, Grade 21 (0200010) for
2019.

ARTICLE 2. The title of the personnel position of Training
Officer/One Call Officer, Grade 17 (0200233) in the County Road budget of the Road
Fund (20000200) is hereby changed to Safety Training Supervisor, Grade 19 (0200233)
for 2019.

ARTICLE 3. The title of the personnel position of Right-of-
Way Coordinator, Grade 20 (0200011) in the County Road budget of the Road Fund
(20000200) is hereby changed to Field Superintendent, Grade 23 (0200011) for 2019.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Ann Harbison**
Date of Passage:
Members Voting For:
Members Voting Against:
Members Abstaining:
Members Absent: