April 28, 2016

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, May 5, 2016
1:30 p.m., Commissioners Hearing Room
County–City Building, Room 112

A G E N D A

ITEM 1: Request to create the following classification:

CLASS CODE	CLASS TITLE	PROPOSED PAY GRADE
7242	Property Management Assistant Director	C23 ($67,258.88 – $86,147.36)

ITEM 2: Request to change the title, pay grade and revise the following classification:

CLASS CODE	CURRENT CLASS TITLE	CURRENT PAY GRADE	PROPOSED CLASS TITLE	PROPOSED PAY GRADE
4961	Shop Supervisor	C14 ($48,919.52 – $62,664.16)	Assistant Road Maintenance Superintendent	C19 ($58,383.52 – $74,784.32)

ITEM 3: Request to revise the following classification:

CLASS CODE	CLASS TITLE	
4985	Road Maintenance Superintendent	(C22)

ITEM 4: Miscellaneous Discussion

pc: Don Killeen
Pam Dingman

LANCASTER COUNTY
PROPERTY MANAGEMENT ASSISTANT DIRECTOR

NATURE OF WORK

This is highly responsible administrative and professional work assisting in the management and operations of the Lincoln Lancaster County Public Building Commission. Primary responsibilities include assisting in planning, directing, and coordinating all activities of the Public Building Commission. In conjunction with the director, the position is responsible for the management and operation of assigned Public Building Commission Buildings as well as some identified City and County properties.

Work involves responsibility for managing and maintaining assigned property, assisting in negotiating lease agreements, establishing rental rates, and preparing fair and accurate real estate appraisals, separately owned by the County or City. Work includes assigned responsibility for maintaining all Buildings under the Public Building Commission's control and other buildings including assisting in the supervision of all phases of building construction repair, maintenance and cleaning activities. An employee in this class may work with designated architectural and engineering firms in developing specifications for renovation and construction of assigned properties. Work may also involve receiving and accounting for rental receipts; analyzing assigned property as to its surplus nature; purchasing products and services necessary for maintaining and repairing assigned property; supervising the payment and disbursement of funds; and preparing the departmental budget and monitoring budgetary expenditures. Work is performed under the general direction of the Building Administrator with the incumbent being held accountable for the duties and responsible for the results achieved.

EXAMPLES OF WORK PERFORMED

Assist in the supervision of all phases of building maintenance, repair and cleaning activities of assigned buildings and real estate, including reviewing and negotiating maintenance contracts, approving the payment of bills incurred, establishing specific guidelines for the maintenance staff, developing a preventative maintenance program, analyzing requests for renovation and supervising bid letting and subsequent construction as assigned.

Manage and maintain assigned properties in a safe, sanitary and habitable condition including supervising maintenance and repair activities; work with designated architectural and engineering firms in developing specifications for renovation and construction of assigned properties.

Recommend to the director rental rates; receive and account for rental receipts, payments and disbursements; prepare the departmental budget and monitor budgetary expenditures.

Prepare fair and accurate real estate appraisals; negotiate lease agreements for assigned property.

Purchase products and services necessary for maintaining assigned property.

Prepare reports for public improvement projects, including alternatives relating to cost and effects; collect, correlate and submit data for environmental impact studies and public hearings.

Assist in managing an environmental division which provides the Public Building commission as well as other County and City departments environmental services, testing and consulting.

Assist in managing the parking garage(s) and lots, building services and custodial activities for all occupied facilities.

Assist in budget preparation as directed.

Assist in the preparation of request for, or initiates, improvements, additions or changes to Building Commission's property, makes recommendations to the Commission.

Assist the director in negotiating administering and overseeing contracts and service agreements for building operations and construction activities. Evaluate and maintain Building Commission compliance with local, state and federal rules, regulations and laws.

Serve on committees or task forces as assigned by the director Develops policies and objectives as assigned.

Directs the implementation and coordination of security systems and controls.

Perform special assignments or duties as assigned by the director.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of local real estate practices and laws, property management functions, and property identification and location systems.

Thorough knowledge of real estate property management functions including renting, maintaining, insuring and selecting tenants.

Knowledge of accounting procedures, budget preparations and modern management record keeping techniques, including use of the computer.

Knowledge of the principles of supervision, organization and administration.

Some knowledge of mechanical and structural engineering principles in understanding plans and specifications.

Some knowledge of governmental practices relating to public improvements.

Ability to perform technical research, provide independent analysis, and to interpret guidelines and regulations.

Ability to prepare or supervise the compilation of reports covering real estate holdings by type, value, rental income and location.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with City and County Division employees, realtors, tenants and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in business administration, public administration or related field, including specialized coursework in real estate appraising or management and six years of experience in real estate, property management and maintenance.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business administration, public administration or related field, plus four years of experience in property management and maintenance; or any equivalent combination of training and experience which would provide the desirable knowledge, abilities and skills.

DESIRABLE SPECIAL REQUIREMENT

Certified Property Manager designation from the Institute of Real Estate Management or comparable designation from Building Owners and Managers Association is desirable at time of appointment.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid Nebraska Real Estate Broker's License is required at time of appointment.

PS7242

LANCASTER COUNTY
~~SHOP SUPERVISOR~~ ASSISTANT ROAD MAINTENANCE SUPERINTENDENT

NATURE OF WORK

This is responsible administrative and supervisory work directing all activities and functions of the County Shop and assisting with County road maintenance functions.

Work involves responsibility for supervising all activities and functions of the County Shop including equipment maintenance and repair operations; operation of storeroom and inventory control activities; building maintenance and repair and yard operations; and maintenance of shop records and reports. Work involves responsibility for directing County road maintenance functions and monitoring maintenance efforts of an assigned district. Work also involves purchasing materials, parts, supplies and related items for the County Shop as well as for various field districts. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of established departmental policies, rules, and regulations. Supervision is received from an administrative superior with work being reviewed in the form of effectiveness of shop operations. Supervision is exercised over a variety of unskilled, semi-skilled, skilled and support staff subordinates.

EXAMPLES OF WORK PERFORMED

Supervise the functions and activities of the County Shop including equipment maintenance and repair, operation of storeroom and inventory control activities, and maintenance of building, yard, and related facilities.

Assist in directing County road maintenance functions and monitor maintenance efforts of an assigned district.

Supervise record maintenance and report preparation relating to the operation of the storeroom and supply inventory, equipment repair activities and costs incurred.

Monitor operator records of time worked and fuel and materials used; evaluate related required operation reports.

Purchase materials, parts, supplies, fuel and related items for the County Shop and operating districts; check vendor prices to determine lowest possible cost; maintain purchase records and prepare necessary financial reports.

Performs the duties of the Equipment Mechanic Supervisor and Road Maintenance Superintendent in his/her absence.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles, practices, and techniques of the operation of a large and diverse equipment shop.

Thorough knowledge of the characteristics and use of a variety of equipment and machinery used in road and bridge maintenance, construction and repair.

Considerable knowledge of the tools, materials, supplies and related items required in the operation of an equipment shop as well as requirements of material and supply needs of field districts involved in road and bridge maintenance and repair.

Considerable knowledge of the principles, practices, and techniques involved in the purchase of materials, supplies, tools, fuel and related items.

Knowledge of all phases of general road and bridge maintenance and repair principles, practices and techniques.

Ability to plan, organize, and coordinate the work of unskilled, semi-skilled, skilled and support staff subordinates.

Ability to prepare, evaluate and maintain various records and reports.

Ability to establish and maintain effective working relationships with governmental officials, vendors, subordinates, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

~~Graduation from a senior high school~~ Graduation from an accredited four-year college or university with major course work in public or business administration, natural resources or environmental sciences, or an engineering field plus ~~thorough~~ four years of experience in the operation of a large and diversified equipment shop in a supervisory capacity.

MINIMUM QUALIFICATIONS

~~Graduation from senior high school~~ Associates degree in public or business administration, natural resources or environmental sciences, or an engineering field plus two years of experience in the operation of a large and diversified equipment shop operation or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is required in the performance of assigned duties.

When operating equipment that falls under the Nebraska Commercial Driver's License (CDL) status, the employee is required to possess and maintain the proper license and endorsement.

Must have a Highway Superintendent License within 6 months of date of hire.

LANCASTER COUNTY
ROAD MAINTENANCE SUPERINTENDENT

NATURE OF WORK

This is responsible administrative and supervisory work directing all County road maintenance functions.

Work involves responsibility for directing all County road maintenance functions including determining road maintenance requirements on a County wide basis; reviewing and monitoring maintenance efforts of each district; supervising and directing bridge maintenance and repair activities; assigning equipment and personnel on a district or project basis; coordinating equipment allocation and usage among districts; and reviewing the work performed by contractors and sub-contractors to ensure compliance with specifications. Work also involves interviewing and hiring employees for all maintenance positions; monitoring maintenance division expenses; and receiving complaints from the public and initiating necessary corrective actions. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of established departmental policies. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and the effectiveness of maintenance operations.

EXAMPLES OF WORK PERFORMED

Plan, direct, and supervise through subordinate supervisors the total County road and bridge maintenance and repair operations including snow removal operations, dragging and grading of roads, installation of regulatory and warning traffic signs, bridge maintenance and repair including repair of bridge decks, planking, guard rails, hazard signs and related bridge components.

Review and monitor maintenance efforts of each district; review all work performed by contractors and sub-contractors to ensure compliance with specifications.

Monitor maintenance expenditures and complete requested statistical and financial reports for the department's annual budget process; assist in determining new equipment requirements and the preparation of the annual budget.

Review and recommend approval or denial of all promotions, merit increases, and various required disciplinary actions; interview and hire maintenance personnel.

Assign and allocate equipment and personnel among the various district maintenance headquarters.

Receive complaints from the public and initiate necessary corrective action.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of all phases of road and bridge maintenance and repair principles, practices and techniques.

Thorough knowledge of equipment requirements as they pertain to road and bridge maintenance and repair.

Thorough knowledge of the occupational hazards involved in road and bridge maintenance and repair and appropriate safety and precautionary measures required.

Ability to plan, coordinate and direct all County road and bridge maintenance operations and supervise the work of unskilled, semi-skilled and skilled subordinates engaged in complex maintenance functions.

Ability to determine equipment and personnel resources required for maintenance operations.

Ability to understand and follow complex instructions and technical specifications.

Ability to communicate effectively both orally and in writing.

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

Ability to prepare complex reports and to maintain complex maintenance records.

Ability to operate all maintenance equipment in a safe and efficient manner.

DESIRABLE TRAINING AND EXPERIENCE

~~Graduation from a senior high school~~ Graduation from an accredited four-year college or university with major course work in public or business administration, natural resources or environmental sciences, or civil, mechanical, construction or other engineering plus ~~thorough~~ six years of experience in all phases of County road and bridge maintenance and repair operations including ~~considerable~~ four years of experience in a responsible supervisory capacity.

MINIMUM QUALIFICATIONS

~~Graduation from a senior high school~~ Graduation from an accredited four-year college or university with major course work in public or business administration, natural resources or environmental sciences, or civil, mechanical, construction or other engineering plus four years of experience in road and bridge maintenance and repair including some supervisory experience or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is required in the performance of assigned duties.

When operating equipment that falls under the Nebraska Commercial Driver's License (CDL) status, the employee is required to possess and maintain the proper license and endorsement

Must have a Highway Superintendent License within 6 months of date of hire.