



GOODHUE COUNTY MINNESOTA

TO EFFECTIVELY PROMOTE THE SAFETY, HEALTH, AND WELL-BEING OF OUR RESIDENTS

GOODHUE COUNTY PERSONNEL COMMITTEE

ADMINISTRATION CONFERENCE ROOM
GOVERNMENT CENTER, RED WING

FEBRUARY 16, 2021
8:30 A.M.

1. VIRTUAL MEETING NOTICE

VIRTUAL MEETING NOTICE "Due to concerns surrounding the spread of COVID-19, it has been determined that in-person meetings or meetings conducted under Minn. Stat. 13D.02 are not practical or prudent. Therefore, meetings that are governed by Open Meeting Law will temporarily be conducted by telephone or other electronic means pursuant to Minn. Stat. 13D.021." "The Goodhue County Personnel Committee will be conducting a meeting pursuant to this section on Tuesday, February 16, 2021 at 8:30 am. The Personnel Committee members and presenters attending will appear by telephone or other electronic means. The public may monitor the meeting from a remote site by logging into [HTTPS://GLOBAL.GOTOMEETING.COM/JOIN/834539717](https://global.gotomeeting.com/join/834539717) or calling 1 866 899 4679 any time during the meeting." Access Code: 834-539-717

2. Facilities Service Technician - Phased Retirement Request

Documents:

[FST NEW HIRE DOCUMENTATION.PDF](#)

3. New Engineering Technician Classification.

Documents:

[NEW ENG TECH POSITION.PDF](#)



Goodhue County Facilities Maintenance

509 WEST 5TH STREET - RED WING, MN 55066 – 651.385.3207

TO: Goodhue County Personnel Committee
FROM: Tim Redepinning, Facilities Maintenance Director
DATE: February 8, 2021
RE: Facilities Service Technician - Phased Retirement Request

Summary

Mary Rose Mann has been employed with the County as a Facilities Maintenance Technician at the LEC/ADC since March of 2015. Mary Rose has submitted her resignation and will be retiring from her full time position on April 30, 2021. She has requested to pursue the PERA Phased Retirement Option (PRO). Phased retirement allows employees 62 years of age & older to continue working for an employer on a reduced schedule while still being able to start PERA retirement benefits. The employer and employee will no longer contribute to PERA and the position will no longer be eligible for employer benefits. The maximum allowable period of phased retirement is 5 years.

Background & Request

Facilities Staff has considered the request and determined there are benefits to the department and county if this PRO agreement is approved. Mary Rose has an extensive working knowledge of each of our facilities and her quality of work is of great value. If approved, her time would be utilized for special projects (routine maintenance, carpet cleaning, interior window washing, painting, etc.) that need to be performed on a regular basis by staff or outside contractors. Increased time spent on sanitation due to COVID 19 has also put additional demands on facilities staff. As vacation planning returns to normal post-COVID, we anticipate an increase in time off and the additional part-time position would be beneficial to alleviate vacation absences.

The phased retirement position was not anticipated in the 2021 budget. With the retirement of Mary Rose at Grade 80/Step 6, it is projected that there will be an annual savings of \$13,845.00 when filling her vacant position with a Step 2 candidate.

I respectfully request that the PRO position be considered for approval and be set at a maximum of 14 hours per week or 728 hours per year. The annual cost to add this position is anticipated to be \$19,953.00.

Sincerely,
 Tim Redepinning

<u>Facilities Maint Tech LEC/ADC - existing</u>			<u>Facilities Service Tech - new requested</u>	
1/1/2021 – 4/30/2021	\$24,043.00	Actual	5/1/2021 - 12/31/2021	\$13,302.00
5/1/2021 – 12/31/2021	\$38,856.00	Backfill		
2021 Total	\$62,899.00			
2021 Budgeted	\$72,129.00		2021 Fac. Service Tech	\$13,302.00
2021 Anticipated	\$62,899.00		2021 Budget Savings	-\$9,230.00
Budget Savings	\$9,230.00		Budget Shortfall	\$4,072.00
Option A: Cover budget shortfall with General Gov't Buildings "Building Maintenance & Maintenance Contracts" funding				
Option B: Delay hiring of backfill position until 6/1/2021 for an additional \$4,857.00 budget savings				

GOODHUE COUNTY POSITION DESCRIPTION

Position Title: Facilities Service Technician
Department: Facilities Maintenance

Date: 02/2020
Location: Varies

Supervisor(s): Facilities Maintenance Supervisor
Phone Number: 651-385-3207

PRIMARY OBJECTIVES OF POSITION:

Work involves overall custodial maintenance tasks required to ensure the cleanliness, sanitation, safety and security of County facilities. Operates and maintains powered and motorized-driven equipment utilized in the performance of assigned custodial tasks. Work is generally performed semi-independently under minimum supervision. Outlying building assignments may require independent work. Work is reviewed on the basis of productivity and results achieved. County facilities include the Government Center, Law Enforcement Center, Adult Detention Center, Justice Center, Citizens Building or other County facilities.

JOB TASK AREAS OF RESPONSIBILITY: ESTIMATED PERCENTAGE OF TIME:

% OF TIME	TASKS
75%	<ol style="list-style-type: none">1. Performs scheduled tasks to maintain a safe and clean building environment such as cleans, disinfects, and supplies restrooms, gathers and empty trash, cleans building floors by sweeping, mopping and scrubbing, cleans furniture and fixtures, dusts surfaces, cleans windows, glass partitions and mirrors, vacuums and extracts carpets, strips, seals and finishes floors, etc.2. Reviews building activities schedule and arranges work plan that may be outside normal work activities. Sets up, arranges and moves tables, chairs, equipment, etc. for meetings and other events. Identifies tasks that may require outside resources and coordinates activities with lead worker or supervisor.3. Prepares supplies and/or work order requests, locates and transports supplies and materials.4. Perform major or minor paint jobs as time allows5. Ensures that buildings are secure by checking outside and inside doors are locked, setting security systems in designated buildings, etc. Reports computer alarms and warning signs indicating potential equipment failures and reports deficiencies to the appropriate staff.6. Follows lockout and tagout procedures7. Monitors and repairs life safety systems8. Be aware of and follow proper safety procedures at all times when climbing ladders, using power equipment, lifting, working with power equipment and tools, working with chemicals and cleanser, etc.

15%	<p>Perform inside maintenance as often as needed</p> <ul style="list-style-type: none"> ➤ Assist in the changing of filters and perform minor maintenance on HVAC equipment not covered by contract ➤ Replace light bulbs; clean shades and panels as needed ➤ Perform minor repairs of furniture, doors, windows and equipment ➤ Clean drains.
10%	<p>Perform outside and other maintenance as often as needed:</p> <ol style="list-style-type: none"> 1. Inspects and performs ground maintenance to include picking up debris. Performs snow and ice control/removal to include shoveling.

The essential functions of this position are listed above. Additionally, regular attendance at work is also required in order to carry out the duties listed above.

BUDGET RESPONSIBILITIES:

None

RESPONSIBILITY FOR RELATIONSHIPS:

Internal

- Daily personal contact with county employees and with the public in general. Must give directions and answer questions from the general public.

External

- Frequently deals with contractors, service representatives and local businessmen to make purchases and do repairs.

SUPERVISORY AUTHORITY:

Scope

Effectively Recommend Hire Assign Direct Reward Transfer Promote Adjust Grievances Suspend (over 3 days) Discharge Discipline-Oral Discipline-Written Evaluate Train Demote		Take Action Hire Assign Direct Reward Transfer Promote Adjust Grievances Suspend (over 3 days) Discharge Discipline-Oral Discipline-Written Evaluate Train Demote	X
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SUPERVISION PROVIDED:

None

EXTENT OF SUPERVISION PROVIDED:

Duties of this position are performed with an absolute minimum of supervision. Check lists of daily, weekly, monthly and quarterly duties are used as a guide with initiative to perform independently.

KNOWLEDGE AND SKILL REQUIREMENTS:

Minimum Requirements:

- Must be able to pass a criminal history and background check.
- High school diploma or equivalent.
- Knowledge of computer skills, e-mail, word and excel.
- Knowledge of building and grounds cleaning practices.
- Knowledge of basic maintenance and plumbing practices with the ability to perform minor carpentry, painting, plumbing, electrical and related tasks.
- Ability to deal tactfully with department heads, employees and the public in general.
- Skill in the use of tools and equipment commonly used in building and grounds maintenance.
- Valid driver's license.
- Blood Borne Pathogen training

WORK ENVIRONMENT:

The work environment includes inside work in a pleasant atmosphere and outside work from pleasant weather conditions to miserable conditions in extreme hot and cold weather.

PHYSICAL REQUIREMENTS:

The employee should be physically fit as the duties will sometime require pushing, pulling, carrying and lifting reasonable to moderate loads.

Physical, Mental and Environmental Requirements

Part I: Physical Requirements

Section A

The physical mobility requirements of this job are to spend:

	hours a day sitting
8	hours a day standing
	hours a day walking
	hours a day kneeling
	hours a day stooping
	miles a day walked
	feet climbed using a ladder
	feet climbed on an incline
1	feet climbed using stairs

FACILITIES SERVICES TECH

Section B

The physical effort requirements of this job are

	# of pounds lifted
80	pounds lifted waist high
80	pounds lifted shoulder high
35	pounds lifted above the head

80	pounds are carried alone
80	pounds are carried with someone else
10	distance weight must be carried (feet)
100	pounds are pushed
100	pounds are pulled
75	pounds are held

Section C

The physical dexterity requirements of this job are to operate:

X	a telephone
X	Computer/electronic equipment
X	hand tools
X	Electric tools
X	Manipulate small objects

Part II: Sensory Abilities

The checked items listed below are sensory requirements needed for this job. Items are critical, useful, or not required.

critical	useful	
X		see
X		distinguish colors
X		hear or listen
	X	taste
X		smell
	X	touch
	X	speak

Part III: Mental Effort

The mental efforts required on a daily basis are:

X	reading		Analyzing data
X	writing		Searching for solutions
	basic arithmetic		Creating methodologies
	mathematics		Conducting research
X	weighing and/or measuring	X	Managing resources
	visualizing conclusions		Evaluating performance of others

Part IV: Work Environment

The elements of this job's work environment are (complete all that apply):

8	hours a day spent working under time pressure
8	hours a day spent working rapidly
90	% of time spent indoors
10	% of time spent outdoors
	% of time spent in an automotive vehicle
	% of time spent at a desk, bench or window
	% of time spent in an office or control room

X	The condition of the air is clean (controlled)
N	The condition of the air is normal/average
X	The condition of the air is dusty/dirty
	The condition of the air is wet/humid
	The condition of the air is affected by fumes, smoke etc.

X	The noise level is normal
	The noise level is loud, requiring ear protection
	The surface of the working environment is level
	The surface of the working environment is sloping
	The surface of the working environment is uneven
X	The surface of the working environment is slippery

Part V: Additional Comments:

There are 8 people on staff that take care of 464,987 sq. feet



REQUEST TO HIRE FORM

DEPARTMENT & POSITION INFORMATION

Department: _____ Date: _____

Submitter Name: _____

Position Title: _____ Position Reports To: _____

Has the job description been reviewed by the department head? Yes No

Type of Hire: Replacement (backfill) Replacing Who? _____ New Position

Classification: Full Time Part Time

Status: Permanent Temporary (67 day) Seasonal Intern – paid

How does Goodhue County staff in this position compare to similar sized counties?

BUDGET & SALARY INFORMATION

Budget Impact

For new positions, please indicate whether or not the position has been budgeted for the current year.

- Replacement position in budget
 New position in budget
 New position not in budget

Has this job classification been evaluated by the Hay Group?

Yes No

FLSA Status: Exempt (salaried) Non-Exempt (hourly)

Starting Pay Grade / Step: _____ / _____

Anticipated Benefit Cost: \$ _____

Use this link for help calculating salary & benefits:
[Total Comp & Benefits Calculator](#)

Total Cost*: \$ _____

Total Budgeted: \$ _____

*Salary & Benefits

ADDITIONAL INFORMATION

Please explain all options and alternatives considered including mergers, transfers of duties, position elimination, impacts on county services and overtime, etc.

Job Posting Type: Internal only Internal & External

Advertising Requested:

- | | |
|--|---|
| <input type="checkbox"/> ADP Career Center (includes indeed.com) | <input type="checkbox"/> County website (includes Facebook & Twitter) |
| <input type="checkbox"/> Lake City Shopper/ Graphic | <input type="checkbox"/> Republican Eagle (includes JobsHQ online) |
| <input type="checkbox"/> Cannon Falls Beacon | <input type="checkbox"/> Zumbrota Shopper |
| <input type="checkbox"/> Assoc. MN Counties (AMC) website | <input type="checkbox"/> League of MN Cities (LMC) website |

Other Advertising Requested: _____

Send completed form & job description to Human Resources Director.

REQUEST TO HIRE FORM
APPROVALS PAGE

Department: _____ Date: _____

Submitter Name: _____

Position Title: _____ Position Reports To: _____

HUMAN RESOURCES USE ONLY

Did HR review job description? Yes No

Recommendation: Approve Hire Deny Hire

Comments: _____

HR Director Signature: _____ Date: _____

COUNTY ADMINISTRATOR USE ONLY

Disposition: Approve Hire Deny Hire Require to go to Board

Comments: _____

County Administrator Signature: _____ Date: _____

After final determination is made, this form should be sent to:

Person/ Department	Date & Initial	Method
<input type="checkbox"/> Human Resources Director	_____	<input type="checkbox"/> Email <input type="checkbox"/> Interoffice
<input type="checkbox"/> Department Head	_____	<input type="checkbox"/> Email <input type="checkbox"/> Interoffice



Greg Isakson, P.E.
Public Works Director / County Engineer
Goodhue County Public Works Department

2140 Pioneer Road
Red Wing, MN 55066
Office (651) 385-3025

TO: Personnel Committee
Melissa Cushing, HR Director

FROM: Greg Isakson, Public Works Director

RE: 16 Feb 21 Personnel Committee Meeting
New Engineering Technician Classification Discussion

Date: 10 Feb 21

Summary

I would like to have a discussion with the Personnel Committee on the concept of creating a new classification for an Engineering Technician. No action is requested at this time.

Background

Back in 2016, an Engineering Technician left Goodhue County Public Works to work elsewhere. Since that time, we have hired three replacements; one had completed several years of college for Mechanical Engineering and had experience as a civil engineering technician, one had a four-year degree in manufacturing engineering and some work experience, and the third had a two-year degree in civil engineering but his experience was in design, not construction inspection. All these employees met minimum qualifications, but none of them worked out. The department has been struggling to find a candidate that meets the minimum qualifications and has the interest to perform the work required of an Engineering Technician working for Goodhue County.

Goodhue County is not alone in this struggle. Counties, Cities, MnDOT, and consultants are all looking for technicians with a two-year degree or equivalent experience. There are only a couple Vocational / Technical Schools with a two-year engineering technician program and they are not graduating near enough students to fill the market.

Another alternative some counties are using is 'growing your own' technician. Basically, hiring someone with the right aptitude, attitude, and interest in the work, then training them in-house and through MnDOT Certification classes.

Our current Engineering Technician application requires a minimum of a two-year degree from a Vocational / Technical School, or equivalent experience. To hire a person with no minimum

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educational or experience, we need to create a new job description with a high school degree as the minimal requirement and have it rated for a pay range.

Request

Have a conversation with the Personnel Committee to discuss this concept.