

## PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

**DATE:** Tuesday, April 18, 2023

**TIME:** 9:15 a.m.

**LOCATION:** County Board Room, Wood County Courthouse

1. Call meeting to order
2. Public Comments
3. Resolution – Create 1.0 FTE Maintenance Supervisor position
4. Adjourn

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### **Join by phone**

+1-408-418-9388 United States Toll

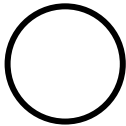
Meeting number (access code): 2499 530 3337

### **Join by Webex App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m52db47e763ef5f7393e51303d32d1736>

Meeting number (access code): 2499 530 3337

Meeting password: 041823



RESOLUTION#

Introduced by  
Page 1 of 1

Property & Information Technology Committee

ITEM#  
DATE April 18, 2023  
Effective Date Upon Passage

BLN

<b>Motion:</b>	Adopted:	
1 <sup>st</sup>	Lost:	
2 <sup>nd</sup>	Tabled:	
No: _____	Yes: _____	Absent: _____
Number of votes required:		
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds	
Reviewed by: <u>PAK</u> , Corp Counsel		
Reviewed by: <u>EN</u> , Finance Dir.		

INTENT & SYNOPSIS: To create one full-time (1.0 FTE) Maintenance Supervisor position.

FISCAL NOTE: Anticipated wages and benefits at Grade J, depending upon qualifications, up to Step 6:

Wages:	\$71,032.00
Fringes (Includes health and life insurances):	\$27,897.00
Total:	\$98,929.00

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Buttke, T			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Voight, W			
8	Hahn, J			
9	Winch, W			
10	Thao, L			
11	Penzkover, J			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

Tax levy increase: \$0.00  
Source of wages and fringes: Maintenance Fund

**WHEREAS**, Wood County is constructing a new jail and Sheriff’s office with more than 150,000 square feet of floor space and a substantial amount of equipment that will need to be maintained; and,

**WHEREAS**, the Wood County Maintenance Department recognizes the benefit of preventative maintenance to reduce equipment failure, downtime, and interruption of County services; and,

**WHEREAS**, the information presented to the County Board for approval of the new jail identified the need for an additional full-time Maintenance Department employee to support the additional building square footage and its contents; and,

**WHEREAS**, the Wood County Maintenance Department has been given more responsibility to assist with long-term planning and project management at multiple facilities in recent years; and,

**WHEREAS**, the Wood County Maintenance Department has a need for an additional full-time employee in order to effectively supervise preventative maintenance and day-to-day operations in the aging and historic facilities under its care; and,

**WHEREAS**, the Property & Information Technology Committee supports adding a staff member in order to maintain the assets under the Department’s care;

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to create the position of Maintenance Supervisor as set forth on the attached position description effective immediately:

1.0 FTE Maintenance Supervisor position at Grade J: 2,080 hours per year, FLSA status Exempt, in the Maintenance Department

( )

ALLEN W. BREU (Chair)

BRAD R. HAMILTON

WILLIAM WINCH

DENNIS POLACH

JEFF PENZKOVER

Adopted by the County Board of Wood County, this                      day of                      20                      .

County Clerk

County Board Chairman



# Position Description

<b>Name:</b>		<b>Department:</b>	Maintenance
<b>Position Title:</b>	Maintenance Supervisor	<b>Pay Grade:</b>	J <b>FSLA:</b> E
<b>Reports To:</b>	Facilities Manager	<b>Job Classification:</b>	Maintenance Supervisor
<b>Last Revision Date:</b>	April 2023	<b>Job Code:</b>	

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## **GENERAL FUNCTION**

Serves as the principal associate to the Facilities Manager to coordinate and supervise the day-to-day functions of the Maintenance Department. Provides daily leadership and oversight on all electrical, plumbing, mechanical, and other maintenance tasks and duties necessary to keep the County's assigned grounds, facilities, and equipment functional and operating safely and in accordance with state and federal guidelines and established maintenance standards. The work is performed under the direction of the Facilities Manager.

## **SUPERVISION**

Supervises Maintenance Technicians employed in the Maintenance Department. Assigns projects, assignments, and tasks appropriately. Communicates job expectations clearly. Conducts annual performance evaluations with input from the Facilities Manager. Provides feedback, training, and education as well as coaching, guidance, and motivation to staff. Reviews and approves bi-weekly timesheets.

## **RESPONSIBILITIES**

### **A. ESSENTIAL FUNCTIONS**

1. Supervises and directs the work of the Maintenance Technicians. Prioritizes and assigns tasks and projects at the Courthouse (including the Wood County Jail) and River Block facilities. Reviews work in progress and completed work. Provides information, education, and technical assistance to maintenance staff routinely and as needed.
2. Monitors daily tasks and work orders for maintenance department. Performs related work as required or assigned. Logs work/repair information in the work order program. Performs a variety of skilled maintenance tasks and operates a variety of equipment and machines to perform repair and maintenance work. Ensures tools and equipment are maintained in good working condition. Ensures work is completed safely, efficiently, and on schedule.

3. Monitors the work of outside contractors to ensure compliance with contract and specifications and approves changes. Serves as the contact for external vendors.
4. Assists with planning and monitoring projects. Negotiates with vendors and contractors. Collaborates with departments related to project work or requests. Prioritizes projects. Provides estimated timelines and updates on project requests and projects in-process.
5. Provides input to Facilities Manager with regards to the annual budget process. Monitors and controls maintenance costs within established budgets and guidelines. Analyzes and estimates costs on various maintenance and repair projects. Purchases and orders supplies, equipment, and materials necessary to complete projects.
6. Reviews department practices and procedures and recommends measures to improve methods, equipment performance, quality, and/or final results.
7. Analyzes and resolves work problems or assists staff in solving problems.
8. Receives and responds to complaints or concerns regarding building and facility maintenance.
9. Performs, assists, and directs maintenance staff in the following:
  - a. Demolish outdated office space as needed. Construct, rebuild and repair county facilities including various wood, metal, and masonry structures. Layout, assemble, and install steel stud framing for interior walls. Install and finish drywall. Texture and paint walls. Install suspended ceiling. Install flooring.
  - b. Perform plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains and grease traps, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.).
  - c. Operate, maintain, diagnose, and repair heating, ventilation, and air conditioning (HVAC) equipment and related systems. Cut thread, assemble, and lay pipe. Install, repair, and maintain various HVAC fixtures. Perform welding and metal fabrication. Diagnose and repair electronic ignition systems for heater, furnaces, and water heaters. Rebuild and repair circulation pumps and electric motors.
  - d. Maintain, diagnose, and repair mechanical and electrical equipment. Test and replace circuits; troubleshoot and correct defective switches, receptacles, ballasts, and other wiring. Perform routine mechanical and electrical maintenance. Install new electrical circuits. Install and terminate telephone and computer lines.
  - e. Maintain, troubleshoot, and repair the County computerized door management system, electrical security systems, electronic door openers, and fire alarm systems.
  - f. Grounds maintenance, including lawn mowing and snow removal. Keep the grounds neat in appearance and sidewalks clear of snow and ice, ensuring the safety of all County employees and the public.

- g. Follow preventative maintenance schedules to ensure efficient operation of the building systems and to prevent deterioration of the physical condition of the county facilities. Perform routine maintenance of department vehicles and small engines.
- 10. Serves as the Department Head designee in the absence of the Facilities Manager.
- 11. Monitors safety compliance. Researches and assists with training opportunities. Responsible to know and practice the safety policies of the county. Performs all job tasks in a safe and prescribed manner. Assures compliance with applicable federal, state and local codes, regulations and requirements.
- 12. Must be familiar with and exemplify the Wood County Core Values and serve with courtesy and respect in accordance with the Wood County Code of Conduct.

#### **B. OTHER JOB DUTIES**

- 1. On call 24 hours a day, seven days a week.
- 2. Performs related work as required; and/or assigned.

#### **EXPERIENCE, TRAINING, QUALIFICATIONS**

Associate Degree in mechanical, plumbing and electrical systems repair; five (5) years building and building systems repair with at least two (2) years in a supervisory capacity; or any combination of education and experience that provides equivalent knowledge, skills and abilities. Working knowledge of Programmable Logic Controllers (PLC's), Heating, Ventilating, and Air Conditioning (HVAC), welding, and carpentry. A valid Wisconsin motor vehicle operator's license required. Must be cleared and authorized to access the Wood County Jail as defined by the Criminal Justice Information Services (CJIS) Security Policy which includes a successful background check including fingerprinting and clear of any felony convictions. Must complete "OSHA 10 hour" or higher level of safety training within three (3) months of date of hire. Must complete CJIS Security Awareness Training within six (6) months of hire, and every two (2) years thereafter.

Equipment used: truck (snow plow, trailer); tractor (snow plow, back blade, snow blower, broom, salt spreader); riding and push lawn mowers; weed trimmers; power tools (table saw, miter saw, jointer, band saw, pipe threader, drill press, grinder, etc.); hand tools (hammer, wrenches, screwdrivers, etc.); measuring tools (micrometers, vernier calipers, voltage meters, rulers, etc.); chainsaw; any other tools or equipment necessary to fulfill job responsibilities.

#### **PHYSICAL REQUIREMENTS OF THE ESSENTIAL FUNCTIONS**

High frequency of heavy lifting; salt bags, carpet, motors, office furniture, etc. Specific vision/hearing/smell; need to use all senses to troubleshoot issues. Repetitive use of hands/feet required majority of time. Ability to differentiate colors. Kneeling, crouching, crawling, climbing (stairs), as well as going up or down ladders, scaffolding, machines, etc. Standing, walking, stooping, bending/twisting, low and medium carrying, medium lifting, and low and medium pushing/pulling. In unusual situations, stooping, balancing, high lifting, very high lifting, very high carrying, very high pushing/pulling, and medium handling are performed.

**ENVIRONMENTAL REQUIREMENTS OF THE ESSENTIAL FUNCTIONS**

Noise: lawn mowers, plows and some tools. Extreme temperatures; outside temperature can be -40 to 100+. Irritated/agitated/hostile/violent individuals; issues can arise within any building with individuals who are in any of these states of mind; jail inmates included. Fumes/odors; paints, glues adhesives. Electric hazards; when troubleshooting & repairing electrical issues. Confined spaces; plumbing chases, HVAC, electrical runs in ceiling. Bodily fluids; when repairing bathrooms, showers, jail cells, etc.

This description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date