

TODD COUNTY BOARD OF COMMISSIONERS

Work Session Agenda

Date: January 2, 2018

Time: To Follow County Board Meeting Approx. 10:00 A.M.

Meeting to be held at the Historic Courthouse 215 1st Avenue So, Long Prairie, Minnesota

Item #		Approx. Time
1	Solid Waste Director Discussion County Board & County Coordinator	10:00 a.m.



Administration
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MEMO

To: County Commissioners

From: Joe Hatch, County Coordinator

Date: January 2, 2018

Re: Solid Waste Director

Background

The Solid Waste Department currently has an opening for a department head. At the November 15, 2017 Fall Solid Waste meeting the Commissioners directed Coordinator Hatch to collect position descriptions for a Solid Waste Director or similar positions and then present them to the board at a future work session. Additionally the Commissioners discussed ending the contract with Ottertail County for services. The Commissioners discussed the desire of having an internal staff person takeover leadership for the Solid Waste Department.

Position Descriptions

County staff collected position descriptions from Stevens, Hubbard, Crow Wing, and Mille Lacs. Generally it would be recommended additional duties be assigned to whomever the board chooses to oversee the department. Staff feels the following duties should be included;

- Oversee and direct the operations and staff
- Ensure compliance with all Federal, State and local laws pertaining to solid waste and landfill operations
- Coordinate the planning of all operations
- Manage and develop the operational and capital budget for the department
- Represent Todd County with all solid waste partnerships (Perham)

Recommendation

Staff seeks direction on how to proceed. Next steps could include drafting a position description and sending it to Springsted for review. Once the review has been completed the position description and authorization appointing the new director could be formally brought with the additional duties added before the board for approval.



**Solid Waste Coordinator
Environmental Services
Land Services Department**

TITLE: Solid Waste Coordinator
POSITION STATUS: Exempt
REPORTS TO: Land Services Supervisor – Environmental Services
DATE: September 2014

POSITION OBJECTIVE:

Responsible for coordinating or monitoring planning and design efforts for systems or facilities in relationship with the County's integrated solid waste program as outlined in the County's Solid Waste Management Plan. Provides technical assistance to cities, townships, organizations, private business and County government in the implementation of the County's integrated solid waste management program which encompasses a broad range of elements: waste reduction; waste education; recycling; yard waste facility; county sanitary landfill; county construction and demolition landfill; closed county landfill; used tire, used electronic, used mattress, appliance, used oil, and lead acid battery program; household hazardous waste and product exchange facility; solid waste ordinance; and unauthorized solid waste disposal. Fulfill the State requirement of implementing a solid waste program within the County.

ESSENTIAL DUTIES AND RESPONSIBILITY:

- Oversees county solid waste functions; revises, updates and maintains county Solid Waste Management Plan, Solid Waste Service Charge Ordinance and Solid Waste Management Ordinance, MPCA permits and other related plans.
- Coordinates planning, permitting, design and construction of all county landfill operations.
- Coordinates the preparation of contractual documents and manages contracted services.
- Coordinates the County Solid Waste Disposal site (MMSW landfill, closed MSW landfill, close Potlatch monofill, C&D landfill, leachate ponds, leachate land application system, leachate recirculation, active and passive gas ventilation system, demolition & construction landfill, household hazardous waste facility, and special waste management areas).
- Works directly with Landfill Operator to effectively and efficiently operations at the landfill.
- Designs, implements and administers county waste abatement activities, alternative waste management programs and problem waste management programs.
- Analyzes, revises and administers financial plans for solid waste management related activities by helping design long-range revenue/expense projections and financial mechanisms, looking at time frames and cost estimates.
- Keeps current with and takes active role in shaping solid waste management legislation, laws, and rules and coordinates activities with state agencies and governmental entities.
- Insure public awareness of County's solid waste programs through education programs.
- Supervise assigned personnel.
- Ensure proper enforcement by supervising facility compliance inspections.
- Perform other duties as assigned in a professional manner.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited four-year college or university in engineering or closely related discipline or a combination of education and / or experience that is equivalent to degree requirements.
- Five years work experience in the solid waste industry responsible for landfill operation and management.
- Valid state issued driver's license

DESIRABLE QUALIFICATIONS:

- Minnesota Pollution Control Agency (MPCA) as a Type I & II Landfill Inspector
- Household Hazardous Waste Certification
- HazMat Certification
- Experience in the field of solid waste disposal, principles and practices
- Experience in preparing contractual documents and managing contracted services.
- Knowledge of County plans, ordinances and planning processes.
- Knowledge of federal, state and local laws.
- Ability to establish and maintain effective working relationships with county staff, state and federal agencies, and the public.
- Knowledge of accounting procedures, financial analysis and budgeting.
- Excellent customer service skills.
- Ability to communicate effectively in oral and written presentations.
- Ability to analyze problems and make sound and prompt decisions with appropriate coordination with supervisor.
- Ability to effectively manage subordinate employees on various issues.
- Ability to manage contracted service.

LEADERSHIP TEAM COMPETENCIES:

- Thinking Competency: Exercise insightful judgment, think strategically, leverage innovation, demonstrate broad perspective, ensure customer focus and employ organizational knowledge.
- People Competency: Engage and Inspire, Manage Change, Develop Talent Pools, Promote Diverse Organizations, Build Relationships, Foster Open Communication.
- Personal Competency: Ensure ethical behavior, act boldly, adapt productively and learn continuously.
- Results Competency: Establish group plans, execute for results, promote program/service quality and foster a high performance culture.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Light to medium physical activities requiring climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, fingering, feeling, talking, hearing, near and far acuity, depth perception, and color vision. The employee must occasionally lift and or move up to 50 pounds.

Mental Functions: Comparing, copying, computing, compiling, analyzing, coordinating, synthesizing, negotiating, communicating and interpersonal skills/behaviors.

Environment & Physical Surrounds: Work in the field will include exposure to weather and wet conditions as well as inside work in an office setting.



JOB DESCRIPTION

Solid Waste Administrator – Solid Waste Department

No Screen

Job Title: Solid Waste Administrator

Department: Solid Waste

Classification: Grade 36 (Non-contract)

FLSA Status: Exempt

Position Description: Officials and Administrators – Under the direction of the County Board, provide economically feasible and environmentally sound integrated solid waste management services to the citizens of the County by providing information, education plan design, and enforcement in solid waste, recycling, reduction, reuse, household hazardous waste, junkyards, and other solid waste management issues for Hubbard County.

Supervisor's Job Title:

Direct – County Board

Total # of full-time equivalents with job title that report directly to this job:

1 – Certified Attendant Supervisor

Total # of full-time equivalents with job title that report indirectly to this job:

6 f/t – Certified Attendant

2 p/t – Certified Attendant

4 p/t – Non-Certified Attendant

QUALIFICATIONS:

Minimum Qualifications:

- Bachelor's Degree (**must attach transcript**) in Geosciences, Environmental Science, Biology, Chemistry, Engineering, or related field and 3 years work experience in solid waste program administration with 2 years in a supervisory role (i.e. hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other employees, direction of the work of other employees, or adjustment of other employees' grievances on behalf of the employer) OR 7 years equivalent education (**must attach transcript**) and/or work experience.
- 1 year education (**must attach transcript**) and/or work experience with Microsoft Word and Excel.
- Valid driver's license and reliable means of transportation.
- Obtain a Minnesota Pollution Control Agency (MPCA) Type III Landfill Inspector Certification (**must attach Certification**) within 1 year of hire.
- M.S. 197.46(d) Veterans Preference Act: The head of a department is not entitled to Veterans Preference Points. The Solid Waste Manager is a head of a department and Veterans Preference Points will NOT be credited in the hiring of a Solid Waste Manager.



JOB DESCRIPTION

Solid Waste Administrator – Solid Waste Department

Knowledge, Skills & Abilities:

Knowledge:

- Principles and practices involved in the solid waste management hierarchy from resource recovery, recycling, incineration, and landfilling.
- Hazardous and toxic waste items.
- Fundamentals of inorganic and organic chemistry and hydrogeology as they relate to ground water, air quality, and land.
- State and County solid waste management plans.
- Administrative procedures required to effectively coordinate County interests with the personnel and policies of state and federal regulation.
- Composting yard waste, recycling, and demolition landfill operation.
- Principles and operation of air and water quality control equipment.

Skills:

- Establish and maintain effective working relationships with co-workers, County staff, community officials, County Board members, the public, and other state or federal agency staff.
- Communicate effectively in oral, written, and graphic presentations.

Abilities:

- Interface between professional technical personnel and non-professional personnel.
- Maintain composure in administration and management situations.
- Plan, organize, and supervise the work of others.
- Work with a variety of computer software programs.
- Work well with others; ability and willingness to follow rules and procedures and follow directives from supervisors.

Preferred Qualifications:

- Minnesota Pollution Control Agency (MPCA) Type III Landfill Inspector Certification (**must attach Certification**).
- Work experience developing and administering budgets.
- Work experience writing and administering grants.
- Work experience in labor management relations (from a management side).

<u>ESSENTIAL DUTIES OF THE POSITION:</u> (These duties are a representative sample; position assignments may vary.)	<u>FREQUENCY:</u>
Program Administration <ul style="list-style-type: none"> • Enforce County, State, and Federal rules and regulations pertaining to solid waste, recycling, landfilling, and household hazardous waste. 	75%



JOB DESCRIPTION

Solid Waste Administrator – Solid Waste Department

<ul style="list-style-type: none"> • Provide technical, management, and administrative advice to the County Board regarding solid waste issues. • Evaluate, review, plan, and initiate changes to solid waste plan, ordinance, and operation of the integrated county system. • Review, recommend, and work with private consultants/engineers and contractors on solid waste, recycling, landfilling, and hazardous waste issues. Draft and negotiate disposal, recycling, and other solid waste contracts. Issue annual solid waste hauler and junkyard licenses. • Respond to business and citizen inquiries regarding County’s solid waste management plan and programs. • Develop, implement, and manage public education program for solid waste management and recycling. Research and prepare presentations, press releases, and promotional materials. • Receive and review complaints or comments, and initiate appropriate action in solid waste, junkyard, junky yard, demolition debris, and other alleged violations of County, State, and Federal rules and regulations. • County solid waste liaison with other county offices, neighboring counties, state and federal staff, recycling, landfilling, incineration, household hazardous waste, assessments, enforcement on rules and regulations. • Participate and represent the County in statewide policy and procedure making process. • Compile, inspect, implement, oversee, and recommend solid waste revenue, abatements, and assessments. • Write education articles for newspaper and radio spots. • Evaluate complaints on non-compliance issues. • Testify in court on enforcement actions. • Calculate solid waste volumes for assessment purposes. 	
<p>Administration</p> <p>Supervisory</p> <ul style="list-style-type: none"> • Responsible for: hiring, transfer, suspension, promotion, discharge, assignment, reward, discipline, direction of the work, adjust grievance(s) as provided by the collective bargaining agreement(s), complete performance review(s). • Plan, coordinate, and supervise the activities and performance of staff for transfer stations, demolition landfill(s), recycling center and solid waste office, including work assignments and reviews, instructions, training, and assistance. • Lead staff in developing and implementing a Department mission and service delivery plan in alignment with the County mission and budget. • Serve as the data practices officer for the Solid Waste Department and responsible for data retention requirements. <p>Budget</p>	<p>25%</p>



JOB DESCRIPTION

Solid Waste Administrator – Solid Waste Department

<ul style="list-style-type: none"> • Develop and administer solid waste, recycling, and demolition landfill budget, including capital expenditure budget, forecasting the budget 5 – 10 years in advance. • Approve invoices, bills, and payroll. 	
Regular attendance on the job.	
Perform other duties as delegated.	

PHYSICAL REQUIREMENTS:
 Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:
 The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this job description at any time.

CLASSIFICATION HISTORY:
 Position prepared by Hubbard County
 Date last Reviewed: (11/2017)

SOLID WASTE COORDINATOR

Department:	Administrative Services Office
Grade:	L
Reports to:	Environmental Resources Manager
FLSA Overtime Status:	Non-Exempt (P)
Revision Date:	September 19, 2017

OBJECTIVE

To administer the Solid Waste Ordinance and programs, and interpret policies and ordinances to provide uniform application to the public.

SCOPE

Works under supervision of the Environmental Resources Manager. Recommends policy to the Environmental Resources Manager on matters relating to areas of responsibility.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Administer the Solid Waste Ordinance based on state statutes. Interpret statutes and guidelines, and develop procedures for the administration of these ordinances. Provide direction and interpretation of these ordinances to department staff and the public.
2. Enforce solid waste and related county ordinances. Determine the nature and scope of a problem; assist with, conduct, and/or oversee investigations and enforcement proceedings under the framework of county ordinances. Investigate, prepare reports, work with County Attorney's office on enforcement proceedings, and provide testimony in court when necessary.
3. Develop solid waste, recycling, and related environmental education programs. Conduct training or seminars for land owners, schools, and community groups regarding solid waste programs. Encourage the use of best management practices by landowners and responsible jurisdictions within the county.
4. Develop, distribute, compile, and analyze commercial and industrial business surveys regarding recycling and solid waste management activities, needs, and education; conduct outreach activities to these organizations in an attempt to further implement solid waste best management practices.
5. Coordinate, oversee, and administer household hazardous waste, tire, and other regulated material collections as necessary, along with other activities to further implement the Solid Waste Management Plan, county-wide and on-campus, and oversee implementation and administration of these events.
6. Administer the solid waste hauler licensing and recycling programs to fulfill statutory requirements for county solid waste management, and gather data as required to complete SCORE reporting.
7. Utilize GIS software to develop maps and analyze data.

8. Seek out, and assist in applying for and administering, grants for the implementation of county waste management and sustainability initiatives.
9. Communicate courteously and professionally, and maintain working relationships that are key to the department. Serve as liaison with the general public, contractors, utility companies, and other government agencies to exchange detailed and/or technical information, and to work cooperatively to achieve common objectives. Attend training seminars, and maintain current knowledge about laws pertaining to areas under county administration.
10. Provides assistance to the Environmental Resources Manager with the Aquatic Invasive Species program.
11. Perform other job-related duties as directed.

MINIMUM QUALIFICATIONS

Associate's Degree in Environmental Science or a related field, plus one year of relevant experience; OR an equivalent combination of education and experience. A valid driver's license is required. Bachelor's Degree in a related field is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of department and county organization and administrative policies, procedures, and practices; environmental protection; legislation regulating environmental protection, sanitation, solid and hazardous waste; laws, rules, regulations, and ordinances covering water and soil resources; knowledge of the principles practices, methods and techniques used in GIS.

Skill in reading, writing, and speaking English proficiently; organizing and prioritizing work; dealing with the public to resolve problems, and to explain laws and departmental operations and rules; studying, analyzing, and compiling technical information on violations; preparing factual, clear, and concise oral and written reports; public speaking and presenting complex reports, concepts, and ideas; operating computers, and software such as ArcView and MS Office.

Ability to develop and maintain effective working relationships with supervisors, co-workers, other county staff, representatives of other governmental jurisdictions, elected officials, and members of the public; communicate clearly and concisely to small and large groups; coordinate activities effectively with other staff and a broad client base; operate vehicles and all other job-related equipment; demonstrate effective oral and written English communication; understand and carry out oral and written instructions; enforce and interpret regulations with tact, firmness, and impartiality; read and interpret maps, plans, and specifications; exercise independent judgment, initiative, and discretion in operating methods and procedures; read and interpret legal descriptions of property; make mathematical computations and tabulations with a high degree of accuracy.

EQUIPMENT

Standard office equipment including computer, calculator, copier, telephone; soil auger, soil probe, soil sieves, clinometer, levels, transit, measuring wheel, tape measure, maps, camera, and other job-related equipment.

WORKING CONDITIONS

Work is performed either in an office setting, or out in the field. Frequent computer use and frequent local driving is required. Regularly required to work outdoors at field and inspection sites where there is exposure to vehicular traffic, construction equipment, rough terrain, fumes, dirt, hazardous chemicals, gases, demolition debris, and solid waste. Occasionally required to drive or work in adverse weather conditions. Occasional exposure to loud noises. Subject to sunburn, poison ivy, and insect bites when outdoors. The job may involve dealing with and calming individuals who are emotionally charged over an issue. May be required to occasionally attend evening meetings. There is potential exposure to hazardous chemicals, biohazards, and inclement weather conditions at the hazardous household waste collection sites where all department staff work for two days, twice annually.

PHYSICAL REQUIREMENTS

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. This position requires a considerable amount of walking on various types of terrain.

ADA CONSIDERATIONS

Mille Lacs 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.

Board approved: 9/19/17

**POSITION DESCRIPTION
FOR
STEVENS COUNTY**

JOB TITLE: Environmental Services/Planning and Zoning Director		POSITION SUPERVISES: GIS Specialist, 0.25 Administrative Assistant	
DEPARTMENT: Environmental Services/Planning and Zoning		FLSA STATUS: Exempt	
REPORTS TO: Stevens County Board of Commissioners		BARGAINING UNIT: N/A	HOURS WORKED: 40 hours weekly
GRADE: 23	JOB POINTS: 470	DATE GRADE/POINTS ESTABLISHED: 12/16/2014	
DESCRIPTION APPROVED BY: Stevens County Board of Commissioners		DATE APPROVED: 10/03/2006; Revised 02/03/2015; Revised 09/01/2015	

PART I – JOB SUMMARY

The purpose of this position is to develop, administer, implement and enforce County, State and Federal regulations that relate to Zoning, Land Use, Solid Waste, Subsurface Sewage Treatment Systems and County Feedlots.

PART II – JOB SPECIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor’s degree in planning, environmental sciences, environmental science administration, public administration, or related field with three to five years public service experience preferable dealing with planning, zoning and /or environmental issues, regulatory administration, or any equivalent combination of training and experience.

LICENSE: Valid driver’s license, Type III Landfill Operator/Inspector Certification, SSTS Inspector Certification.

CONTINUING EDUCATION: Minnesota demolition landfill, SSTS, and MPCA feedlot certification training required. Must attend other continuing education courses as appropriate.

JOB KNOWLEDGE & SKILLS: Ability to communicate either orally or in writing with the public, solid waste hauler(s), county commissioners, representatives of other state, federal and local government agencies, farmers/livestock producers, homeowners, SSTS businesses, consultants, surveyors, media, and building and construction contractors. Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to classify, compute and tabulate data and information, requiring the exercise of judgment. Ability to utilize a wide variety of descriptive data and information, such as regulations, guidelines, correspondence and general operation manuals. Ability to proofread public notices, legal descriptions, documents and calculations on sewage system designs, and budget information. Ability to provide explanation, demonstration, persuasion and clarifications concerning data and clarification concerning data and information according to laws, rules, established policies, procedures and standards. Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress. Ability to utilize mathematical formulas; to add and subtract; multiply and divide; use decimals, percentages and spreadsheets. Ability to use functional reasoning and apply rational judgment in performing diversified work activities. Ability to exercise the judgment, decisiveness and creativity required in performing diversified work activities.

PERSONAL COMPUTER (PC) COMPETENCIES: Operation of personal computer for researching, entering data, and entering time records.

EMPLOYMENT VARIABLES: Typical schedule is 40 hours/week; however additional hours may be required but varies per workload demands.

PART III – ESSENTIAL FUNCTIONS OF JOB

Administers and enforces County zoning, shoreland, floodplain, and subdivision ordinances. Prepare or review environmental assessment worksheets. Prepares and recommends amendments to land use ordinances to the Planning Commission and County Board. Prepares and issues building permits, oversees conditional use, and variance administrative processes, rezoning requests and zoning ordinance amendments. Interprets ordinances and regulations in regards to permit applications and possible violations. Develops meeting agendas and prepares records of official minutes for the Planning Commission and Board of Adjustment. Plans and implements training opportunities for Planning Commission, Board of Adjustment, various committees, contractors, property owners, etc. regarding zoning matters.

Administer and enforce MN Rules Chapter 7035 in regards to solid waste and the County Solid Waste Ordinance. Act as County Solid Waste Officer. Administer and update Solid Waste Management Plan and submit annual SCORE report, as required by the state to maintain annual SCORE grant funding. Coordinate Solid Waste collection and recycling program with County hauler. Educate the public regarding solid waste matters and how to properly dispose of waste and recyclables. Coordinate household hazardous waste program. Coordinate and conduct County demolition debris landfill permitting and inspections. Maintain Minnesota Pollution Control Agency (MPCA) demolition debris landfill operator/inspector license.

Implement annual projects and administer departmental budget.

Administer County Subsurface Sewage Treatment Systems (SSTS) Ordinance. Act as County SSTS Inspector. Conduct design review of all new permit applications and provide permits county-wide. Conduct compliance inspections of new sewage systems and provide Certificate of Compliance and as-built drawing. Perform on-site inspections of complaints received on possible imminent health threat violations or code violations and ensure compliance of such systems. Prepare MPCA grant application for annual funding and provide annual reports. Maintain MPCA inspector license for individual subsurface sewage treatment systems.

Administer and enforce MN Chapter 7020 Feedlot Rules through the delegation agreement with the MPCA for a County Feedlot program. Act as County Feedlot Officer. Review feedlot permit applications, conduct annual compliance inspections and issue permits. Apply for annual MPCA grant funding and prepare annual work plan and report. Review Environmental Assessment Worksheets on feedlots constructing or expanding over 1000 animal units. Maintain MPCA feedlot training certification.

Participate as a member of the Technical Evaluation Panel for MN Chapter 8420 Wetland Conservation Act Rules. Assist the Stevens Soil and Water Conservation District Administrator on wetland determinations, enforcement and administration, when requested.

Provide technical assistance to the County Attorney regarding state rule and local ordinance violations.

Administer the MN Department of Agriculture's (MDA), Agricultural Best Management Practices Low Interest Loan program. Maintain an application process for landowners to obtain a low interest loan to correct pollution problems. Make annual application and provide annual report to MDA.

Develop and recommend departmental budgets for Planning/Zoning, SCORE, and Solid Waste Service Fund for County Board Approval. Approves and monitors revenue and expenditures.

Administer the Pomme de Terre Watershed Low Interest SSTS Loan Program. Maintain an application process for landowners to obtain a low interest loan to upgrade their septic system. Provide loan requests to Pomme de Terre Watershed Coordinator or MPCA.

Integrate GIS with other department leaders and support and increase county wide use of GIS capabilities.

Supervises one (1) GIS Specialist and one (1) 0.25 FTE employee. Responsibilities include providing direction in preparing zoning notices, scheduling of planning commission/board of adjustment meetings, recording minutes of conditional use and variance proceedings and other environmental programs administered by the department.

The above duties are normal for this position, but should not be construed as all inclusive. Other duties and responsibilities may be required and assigned as needed.

NOTE: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

PART IV – WORKING ENVIRONMENT

Materials and Equipment Used: Must be able to drive to various locations and meeting sites; various office machinery, computers and related equipment.

Travel Requirements: Travel to various county locations may be needed. Travel throughout the state for various training related activities may be necessary several times during a year.

Hazardous Exposure Category: Place an "X" in the appropriate category for the role:

Category 1: Involves an inherent potential for contact with blood, body fluids or tissues. Appropriate protective measures are required for every employee engaged in Category 1 tasks.

Category 2: Involves no exposure to blood, body fluids or tissues in usual work but potential for exposure exists in work environment. Employees performing Category 2 tasks don't need to wear protective equipment but they should be prepared to put on protective equipment on short notice.

Category 3: Involves no exposure to blood, body fluids or tissues although situations can be hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids.

I have read the job description and its attachments and understand the responsibilities.

Employee Signature

Date

PART V – PHYSICAL / MENTAL REQUIREMENTS

Lifting Requirements: Place an “X” in the appropriate level for the job.

1. **Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Roles are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
2. **Light Work:** Exerting up to 20 pounds of force occasionally, and/or to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work.
3. **Medium Work:** Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical demand requirements are in excess of those for light work.
4. **Heavy Work:** Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force constantly to move objects. Physical demand requirements are in excess of those for medium work.
5. **Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical demand requirements are in excess of those for heavy work.

Frequency: Place an "X" in each box that is appropriate to the job. Follow other instructions as written.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)			
0% or Never on Shift	1-33% of Shift				34-66% of Shift				67 -100% of Shift			
Physical	N	O	F	C	Physical	N	O	F	C			
What is moved+ weight and distance					Grasping			X				
Job related objects up to 50 lbs.			X		Twisting		X					
Describe movement:					Repeat Motion			X				
					Driving Automotive Equipment			X				
Standing			X		Fingering/Handling				X			
Walking			X		Feeling				X			
Sitting			X		Visual Acuity: near			X				
Bending/Stooping			X		Visual Acuity: far			X				
Kneeling/Duration			X		Depth Perception			X				
Squatting		X			Color Discrimination		X					
Climbing/Height		X			Peripheral Vision			X				
Balancing			X		Talking			X				
Crawling/Distance		X			Hearing			X				
Reaching above shoulder		X			Running		X					
Reaching at or below shoulder		X			Other							
Physical Surroundings	N	O	F	C	Environmental Conditions	N	O	F	C			
Cold (50 degrees F or less)			X		Chemicals		X					
Heat (90 degrees F or more)			X		Gases and Fumes		X					
Dampness			X		Dust			X				
Inside Work			X		Radiation	X						
Outside Work			X		Other:							
Unprotected Heights		X			Vibration		X					
Around Moving Machinery			X		Extreme Noise		X					

Working Conditions: Duties of the position are performed where there are negative factors from the environment including working with traffic hazards, exposure to toxins and temperature variations where there is a chance of injury.

Mental Requirements: Place an "X" by all descriptions that apply to this job.

1. X Exposed to stressful situations. Explanation: Demanding customers, visitors and constituents.
2. X Must be able to concentrate on work tasks amidst distraction. Explanation: Distractions from telephone, customers and co-workers.
3. X Must exert self-control. Explanation: Customers and co-workers may be difficult to deal with. There is an expectation of providing good customer service in difficult situations.

