

"Menominee – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, Michigan 49858-3000

Sherry Smith - Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839

MENOMINEE COUNTY PERSONNEL COMMITTEE MEETING

A QUORUM OF THE BOARD MAY BE PRESENT

DATE: Tuesday, October 20, 2009
TIME: 4:30 p.m.
PLACE: Jury Room (May change due to trials)

AGENDA

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Previous Meeting Minutes
4. Public Comment *(Statements, not debate; limited to 5 minutes per person on agenda items only)*
5. Business
 - a. Sheriff Marks – Retirement of Animal Control Officer
 - b. Sheriff Marks – Permission to hire a Part Time Road Patrol Officer to replace Officer Ashby who became Full time (8.9.09)
 - c. Mike Holmes – Purchase of 2 years of generic service credit as provided by the MERS Employee Handbook.
 - d. Job Description for Building Code/Soil Erosion employee ~ PT (30 hr/week-\$18.85/hr.) New Hire
 - e. Job Description for Building & Grounds/Parks employee ~ PT (30 hr/week-\$12.97/hr.) New Hire
 - f. Protocol for 9-11 services – Contact information/Schedule for Buildings & Grounds/Parks for after hour emergencies.
 - g. Parks management ~ Who will handle camping leases, notification to lessors, waiting lists, etc.?
 - h. Park Rangers ~ Who do they receive direction from? Who approves daily routine purchases at the parks?
6. Correspondence
7. Any Other Items Members May Wish to Present
8. Public Comment
9. Adjournment

Gary Eichhorn - Chairperson

Dick Peterson - Vice Chairperson

Bernie Lang

James Furlong

Garry Anderson

Personnel Committee
August 13, 2009
Minutes

The Personnel Committee of the Menominee County Board met on August 13, 2009 at 4:30 PM in the Jury Room. Present at the meeting were Com. James Furlong, Com. Garry Anderson, County Interim Administrator Mike Erdman, Sherry Smith, Admin. Asst.

Others Present: Sheriff Marks, Undersheriff Holmes, Diane Lesperance, Peggy Schroud, Kim Kewley, Larry Pepin, Tom Cheski, Penny Mullins, Annette Filibeck, Mike Jasper & Dawn Dennis-Ruleau.

Call Meeting to order: 4:30 PM

Agenda: Com. Furlong would like to amend the agenda to remove item d. (Building Code request – Winter time off) The amended agenda was approved by Com. Anderson supported by Com. Furlong

Previous Minutes: Approved by Com. Anderson supported by Com. Furlong

Public Comment: None

Business: Sheriff Marks-Civil Rights Processing & Staffing: Sheriff Marks explained the position of Carol Rye. She was hired in 2005 as a temporary employee to process the Prisoner board monies. She's been with the Sheriff Dept. now for 4 years and is still a temporary employee. According to the personnel manual, a temporary position is for no more than 12 months. Sheriff Marks would like to hire Ms. Rye as a part time employcc and be able to use her for more hours helping to process paperwork. Sheriff Marks adds that Tina Nast is having a hard time keeping up with the Civil processing paperwork, not to mention all of the many other duties she is unable to keep up with. Civil processing reports have gone up in numbers: FY 06-07 – 920 reports were processed, FY 07-08 – 1326 reports were processed, this year (08-09) so far we've already processed 1811 reports and we still have over a month to go. Com. Anderson recommends the board change Ms. Rye's temporary position to a part time position not to exceed 35 hours per week. Com. Furlong concurs, 35 hours per week is no problem with him. Consensus is to forward this subject to the board for approval.

Human Resource Software: Mr. Erdman talked about the Human resource software, ABRA which we currently have in the Clerks' office. We have the ability to do more with the software than we currently do. We should have the benefits in the system, but we've never used that part of the software. It'll take some time to enter the data in, but when it's done, we can generate a lot of reports that we've never been able to generate before. Consensus it to check into having someone come to the courthouse to train the payroll clerk how to use the benefits portion of the program.

Compensatory time for Supervisors: Mr. Erdman brought this subject up because when he was signing timesheets, Mr. Wery had comp time on his timesheet. The by-laws are unclear about

comp time and overtime for supervisors. Since we're updating the by-laws, we need to be sure the policies are clear. Com. Furlong states that in all fairness to supervisors; "If they work two hours over their regular shift, I don't think it's too much to ask if we give them 2 hours of comp time to cover for the extra time they've put in". Consensus is to take this to the executive committee to have the by-laws contain more information about comp time.

County Vehicle Use: Mr. Erdman states that the county has 3 vehicles that can be used for employees. A truck is used and taken home daily by the Building Code Department and the Building and Grounds Department. One vehicle is use primarily by the Equalization Dept., but that vehicle also gets used for employees traveling out of town for training/conferences. The question is should the employees be allowed to take these vehicles home? The cost of fuel, wear and tear on the vehicle and life expectancy of the vehicle are factors on allowing the vehicles to go home with employees. We have a policy in place that states employees will report to their primary work site before going to any other job sites. (P2001-03) The Building and Grounds Supervisor told Mr. Erdman that he was allowed to take the vehicle home because most of the time he stops in at the parks on his way home, or in to work. Plus he's on call 20 days out of the month. Kim Kewley stated that years ago, the truck used to be parked by the annex in Stephenson, then if the building and grounds supervisor needed to go to the parks before coming in to Menominee, then he could just pick the truck up and go from there. It's closer to the parks, yet saving money for the county by not driving it to a residence daily. Consensus is to take this to the executive committee for clarification in the policy.

Probation officer - request additional officer: Ms. Dennis-Ruleau has submitted three proposals for an additional Juvenile Probation officer assist with the 50/50 in home care, child care program she would like the board to approve. She would also like to apply for a 2% Hannahville Grant to help with the cost of the position if approved. Additional probation officers working with families, reduce the need for out of home placement. It is the consensus of the committee to forward this to the county board for a decision.

Vehicle Maintenance log books: Mike Erdman asks, "Do we have a vehicle maintenance log book in effect? Who maintains this log book if we have one?" There was some discussion about this subject. We don't currently have a vehicle maintenance logbook. We do have maintenance files that include all receipts of any work done on the vehicles. It is agreed upon that we should create a maintenance log for tracking purposes and there should also be a mileage log kept in the vehicles for individual use tracking.

Application for Appointments: Mike Erdman gave the committee a draft application for appointment. This application is to be used for the various committees/board vacancies. We currently have interested candidates who submit letters of interest but list no background information. This application would eliminate that problem. Com. Furlong mentioned two items that should be addressed on the application. After correcting, the consensus is to take the application to the board for approval to use in the future.

Administrative Assistant – Cross Training: Mike Erdman brought up the fact that the Administrative Asst. has a job that currently, no one else knows how to do. He thought that it would be a good idea to cross train someone to do the job in the absence of the Admin. Asst. Sherry Smith agreed that it's a great idea to cross train within the office...however, there is no one else in that office. We may run into confidentiality issues. Ms. Smith brought up that it may cause union problems if the person chosen to cross train is in the union. The Admin. Asst. position is a non union position. Kim Kewley said that she had the Admin. Asst. job years ago

and that while she was on maternity leave, there was a union member trained to fill in while Kim was out. There wasn't a problem with it then. Kim also added that she could help out in the Administrative Office if we get into a bind. Mike Erdman said he feels safer now knowing that there is someone else that can help out if necessary.

Administrative Assistant – Job description: Mr. Erdman questioned, “Why does the Administrative Assistant prepare the agendas for the Parks & Recreation Committee?” Past experience was that the Parks agendas were always prepared by the Admin. office. Now the Parks committee has a secretary who does the minutes. Why can't she do the agendas too? We're going back and forth with information and we don't need to be. It's taking up time that the admin. office doesn't have. It is the consensus of the committee to have Mr. Erdman call the Parks Committee Chairman and ask them to have their secretary do the agendas from now on.

IT/GIS position: Mr. Erdman compiled a list of the costs we currently pay for UES Computers to outsource our computer technology. In 2007 we paid \$20,000 for Labor and a total for all services/parts of \$85,207. In 2008 we paid \$9,506 in labor and a total for all services/parts of \$32,762. So far in 2009 we paid \$9,690 in Labor and a total for all services/parts of \$12,967. Mr. Erdman wonders if it would be more cost efficient to hire an IT person to handle the County computer systems. When that person isn't working on the IT stuff, we could have that person help out with mapping in the Equalization office with the Geographic Information System (GIS). It is the consensus of the committee to forward this to the county board for discussion.

Correspondence: None

Any Other Items Members May wish to Present: None

Public Comment: None

Adjourned: 6:30 PM

Service Credit *continued*

Have Any of Your Governmental Employers in Michigan Adopted Act 88?

You can find out by checking MERS Act 88 list on our Web site. This exclusive online list is maintained as a service to our membership. Please contact us for more information on combining your service credit for multiple MERS employers.

Service Credit Purchases

You can purchase additional service credit if you are an active employee. General guidelines for purchasing service credit are as follows:

- All purchases must be approved by governing body of your employer.
- All employees within same division must be given the same opportunity to purchase service.
- Minimum purchase is one month.
- Service credit may be purchased before vesting is met, but cannot be purchased to meet the vesting requirement.
- Purchased service credit may be used to meet retirement eligibility requirements [(F55, F50, F(N) benefits)].
- Estimated cost will expire two months from calculation date.
- If you are purchasing service credit and terminating employment before you are eligible to begin receiving retirement benefits, the cost estimate must reflect the actual termination date.
- You may purchase more than one form of service credit, if eligible. There is no cost difference in the three types of service credit purchases.

- The adoption of EGTRRA in 2001 (Economic Growth and Tax Relief Reconciliation Act of 2001) allows employees to transfer funds from the following plans to MERS on a pre-tax basis:

- 401(a) – defined benefit, defined contribution, or 401(k) plans
- 403(a) or (b) TSA – tax sheltered annuity
- 408(a) or (b) – traditional IRAs (including SIMPLE IRA if more than 2 years participation) but excluding a Roth IRA
- 457(b) – governmental deferred compensation plans

NOTE: You must contact your plan administrator to see if a transfer is allowed under your plan.

- Employer-financed purchases may be amortized or paid in full by the employer.
- All purchases must be approved and received by MERS prior to your termination or retirement.

[H] Service credit purchases are not available to **Hybrid employees**

Types of Service Credit and Specific Rules

Other Governmental Service

- You must provide verification of service performed with another non-MERS governmental entity (complete form “*Verification for the Crediting of Other Governmental Service*”).
- Break in service between prior employment and current employment cannot exceed 180 months (15 years). NOTE: Eligible service under the Reciprocal Retirement Act may help “bridge” this break in service.
- Purchased service credit may not be used to meet the vesting requirement unless you joined MERS with your current employer prior to 7/1/97.
- Service credit may not be purchased if you are going to receive a retirement benefit based on that service credit from another retirement system.

Non-Intervening Military Service

- You must provide verification of non-intervening active duty military service (provide copy of DD Form 214).
- To be eligible to purchase military service credit, you must have joined MERS (with your current employer) prior to 7/1/97.
- Maximum purchase – five years for any service rendered before 7/1/97.
- Service credit may not be recognized until you have earned 10 years of service credit.
- Service credit may not be purchased if you are going to receive a retirement benefit based on that service credit from another retirement system.

Generic Service

- Credit to be purchased without actual “service performed.”
- Maximum purchase – five years for all MERS employers combined.
- May not be used to meet vesting requirement.

DEFINED BE

www.mersofmich.com

(800) 767-6377

Employee and Retiree Services
(800) 767-2308

MENOMINEE COUNTY BUILDING CODES DEPARTMENT

YEAR		Bldg. Permits Issued	% of change	Soil Erosion Permits Issued	
2009	(so far)	159	-50%	20	
2008		316	-0.01%	51	
2007		319	-13%	63	
2006		364	-12%	77	
2005		411	-8%	44	
2004		443	-0.01%	n/a	
2003		446	-3%	n/a	
2002		456	-7%	n/a	
2001		488	1.16%	n/a	
2000		419	n/a	n/a	

1101

Menominee County, Michigan Position Description

Title: Building Inspector
Department: Building Code
Date: October 2000

1/21/2006

Purpose of Position

The purpose of this position is to inspect buildings and enforce state and county building codes. The work is performed under the direction of the County Administrator.

Essential Duties and Responsibilities

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.

- Performs on-site inspections of buildings and construction to ascertain compliance with state and county building codes.
- Administer and enforce Part 91 of Public Act 451, 1995 including, but not limited to, reviewing applications for permits, on-site inspections, issuing permits, and reporting violations of the Soil Erosion and Sedimentation Control Act.
- Provides technical assistance and support to homeowners, contractors, lumber suppliers, business owners and manufacturers regarding building codes and requirements.
- Reviews plans and blueprints for construction to ensure code compliance; prepares change orders.
- Assists homeowners and contractors in filing applications for permits.
- Attends Construction Board of Appeals meetings.
- Issues citations for non-compliance to state and county building codes.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in a construction or engineering field with one year of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires Building Inspector/Plan Reviewer certification and the possession of a valid Michigan driver's license. Appropriate Certification as necessary to administer and enforce Part 91 of Public Act 451, 1995

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as architectural drawings, plans, permit applications, reports, income statements, maps, policies, manuals, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the County Administrator and department Secretary, contractors, County Commissioners, State compliance officers, township officials, attorneys, real estate agents, lenders, and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions, algebra and trigonometry.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, a vehicle, GPS equipment, a transit, and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.

Menominee County, Michigan 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

12/01

Menominee County, Michigan Position Description

Title: Building & Grounds Superintendent
Department: Buildings, Grounds & Parks
Date: October 2000

Purpose of Position

The purpose of this position is to manage and supervise the operations of the department and oversee the maintenance of facilities and grounds. The work is performed under the direction of the County Administrator.

Essential Duties and Responsibilities

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.

- Manages and oversees department operations including the maintenance of the Jail, Courthouse, Health Department, Annex, Library and Heating and Cooling Extension, and all grounds and parks; prepares the annual department budgets and orders supplies and equipment.
- Supervises department employees; selects new employees, provides training and instruction; plans, coordinates, assigns and reviews work; maintains standards; allocates personnel, and recommends disciplinary measures.
- Performs maintenance, chemical testing and repair of boiler and heating and cooling equipment.
- Coordinates maintenance for new facilities.
- Oversees vehicle and heavy equipment maintenance.
- Oversees the maintenance and monitoring of fire alarms and fire suppression systems.
- Presents information to the County Board; acts as a liaison to the media and the public.
- Performs grounds maintenance duties.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in construction or trades fields with five years of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires possession of a valid Michigan driver's license.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as budgets, invoices, blueprints, contracts, materials safety data sheets, policies, operating manuals, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the County Administrator and all department employees, other County departments, vendors, building occupants and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions, and basic geometry and algebra.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, vehicles and equipment, heating and cooling equipment and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as repairing equipment.
- Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.
- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as machinery may cause discomfort and poses a limited risk of injury.

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Employee's Signature

Supervisor's Signature

Date

Date

12002

Menominee County, Michigan Position Description

Title: Assistant Maintenance Superintendent
Department: Buildings, Grounds & Parks
Date: October 2000

Purpose of Position

The purpose of this position is to maintain, diagnose and repair equipment and maintain County buildings and grounds. The work is performed under the direction of the B&G Superintendent.

Essential Duties and Responsibilities

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.

- Maintains, diagnoses and repairs a variety of equipment for county buildings and facilities including the Courthouse and Jail;
- Changes ballasts on light fixtures, balances heating ventilation and cooling zones; repairs pipes for plumbing and heating systems; repairs line voltage and low voltage thermostats.
- Operates and maintains steam boilers; conducts chemical and water tests on boilers; prepares steam boilers for state inspection. Repairs pumps and motors on heating and cooling equipment; services and repairs furnaces.
- Operates and monitors heating and cooling support computer program.
- Installs heating and water-heating equipment.
- Operates and maintains lawn mowers and snow removal equipment; installs, operates and maintains sprinkler systems.
- Performs grounds maintenance functions.
- Performs other related functions as assigned or required.
- Janitorial if needed.
- On call.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with vocational/technical training in heating/cooling/plumbing/electrical trades or a related field with one year of related experience or any combination of education and experience that provides equivalent knowledge, skills and

abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as logs, material safety data sheets, maintenance schedules, on-call lists, software manuals, mechanical and electrical blueprints, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the B&G Superintendent, all department personnel, vendors and building occupants.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer, drill press, welder, grinder, volt meter, hammerdrill, vacuum, mowers, snow removal equipment, heating and cooling equipment, and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as repairing machinery and equipment.
- Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.
- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as chemicals, electrical currents, or machinery may cause discomfort and poses a limited risk of injury.

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Employee's Signature

Supervisor's Signature

Date

Date

1203

Menominee County, Michigan Position Description

Title: Park Ranger
Department: Buildings, Grounds & Parks
Date: October 2000

Purpose of Position

The purpose of this position is to maintain parks and equipment and assist campers. The work is performed under the direction of the B&G Superintendent.

Essential Duties and Responsibilities

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.

- Maintains parks and grounds; and other county buildings and grounds, mows grass, cuts weeds; cuts down trees, puts up fences; maintains shelters, picks up trash, etc.
- Maintains vehicles and equipment; coordinates more complex repairs and service; repairs plumbing and electrical problems; repairs picnic tables; performs welding functions.
- Interacts with and responds to the needs of campers and the public; collects fee envelopes; maintains security; ensures safety; writes warnings for non-payment of fees; provides information and assistance as appropriate.
- Prioritizes work and oversees crews; assists with construction projects; ensures compliance with all safety procedures and precautions.
- Performs other related functions as assigned or required.
- Performs Janitorial work.
- On call.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with vocational/technical training in maintenance or carpentry or a related field with two years of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference and descriptive data and information such as maintenance records, invoices, records, diagrams, lists, handbooks, correspondence and general operating manuals.
- Requires the ability to communicate orally and in writing with the B&G Superintendent, all department personnel, other departments, law enforcement personnel, mechanics, vendors, campers and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as repairing equipment.
- Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.
- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

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Employee's Signature

Supervisor's Signature

Date

Date

Sherry Smith

From: Debra Wormwood
Sent: Thursday, October 01, 2009 12:51 PM
To: Mike Erdman
Cc: Sherry Smith
Subject: B&G

Can you please advise what the new protocol will be for notifying Buildings and Grounds and/or Parks after hours for emergencies?

Will there be a new on-call schedule sent out?

Thanks, Debra
9-1-1