

Human Resources Department

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Date: January 18, 2013

To: Dee F. Bruemmer, County Administrator

From: Mary J. Thee, Human Resources Director/Asst. County Administrator

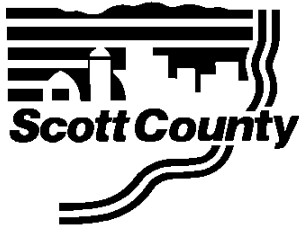
Subject: Organizational Change Recommendation - FSS

The following organizational change request was submitted outside of the budget process and will be considered per the County Classification and Compensation policy. In April 2012, the Board of Supervisors approved FSS to overfill the Maintenance Coordinator position for training purposes while the Custodial & Security Coordinator position remained vacant. During this time period Human Resources and FSS studied the position, various staffing options and as a result we are recommending the position be returned to Custodial Coordinator as it was prior to July 2005 and adjust the Hay points back to 198. The security responsibilities will be transferred within FSS to the Operation Manager. The Custodial Coordinator will be a working supervisor position with a schedule overlapping the Custodial Workers. Thus, the need for the Lead Custodial Worker position is no longer necessary and can be eliminated.

The recommended Hay point change, from 238 to 198, for the Custodial Coordinator position results in a pay range of \$34,394 (minimum), \$40,197 (midpoint) to \$46,227 (maximum). The wage scale decrease is \$3,227. The pay range for Lead Custodial Worker is \$29,682 - \$37,918. There are currently two incumbents in the Lead Custodial Worker position with wages of \$36,712 and \$37,856. Their pay will be red circled pursuant to Section 4.6 of the AFSCME contract, until the Custodial Worker scale catches up to their respective wages at the appropriate step. Currently the top wage for a Custodial Worker is \$36,400. While there will not be an immediate savings, the difference between the entry wages for the Lead Custodial Worker and the Custodian positions is \$2,184. The long term savings in salary and benefits is \$8,835 annually.

The recommended changes to the job descriptions are attached for your information. Upon approval of the Board, we will work with FSS to recruit for the Custodial Coordinator position.

Cc: Dave Donovan, FSS Director
Tammy Speidel, Operations Manager FSS



Rev. 11/07
Rev. 12/10
Rev. 12/12

SCOTT COUNTY JOB DESCRIPTION

Class Title: Custodial ~~and Security~~ Coordinator

Working Title: Same

Department: Facility & Support Services

Hay Point Value:

Job Summary

Coordinates daily activities of the custodial staff and work site clients in efforts to maintain a clean, sanitary and secure environment in County facilities. Provides supervision of custodial staff and worksite clients to ensure appropriate levels of work performance. Actively participates in management functions as a key member of the FSS management team ~~and coordinates facility maintenance efforts.~~ Assists with Provides project management, coordination and assistance in the planning and implementation phases of county or department projects. ~~Administers County security/access control system. Acts as department liaison on matters of building security and access control.~~ Performs a broad range of custodial duties as necessary.

Relationships

Reports to: Operations Manager

Supervises: ~~Lead Custodial Workers,~~ Custodial Workers and, worksite clients

Works with: Facility & Support Services staff, other County/State employees.

Physical/Environmental Conditions

Primarily indoor work. Incumbent is on-call for assistance 24 hours a day. Exposure to industrial strength cleaning solvents and related chemicals. May be exposed to angry/rude or potentially violent clients/customers in the course of maintaining facility and overseeing worksite program.

Major Duties/Performance Measures

1. Schedules and assigns work orders ~~in an effort~~ to utilize custodial staff in the most effective and efficient manner; to meet facility needs. Takes an active role as team participant and performs a wide range of custodial duties as necessary. Develops work order scheduling system for routine and non-routine work (i.e. carpet cleaning, floor care, etc.)
2. Monitors and reviews work performance of custodial staff and work site clients on a continuing basis and documents work performance in an appropriate manner. Participates in employee selection process ~~and makes hiring recommendations to Facility & Support Services Director~~. Provides coaching, conducts performance appraisals and takes appropriate corrective/disciplinary actions as necessary and reports the same to the Facility & Support Services ~~Director~~Operation Manager. Administers collective bargaining agreement as it relates to custodial staff. Acts to resolve employee complaints at the first step of the grievance procedure.
3. ~~Administers County security/access control system which includes determining proper security groups and access levels, coordinating access levels with departments, issuing cards, deactivating lost or stolen cards and monitoring card usage during and after hours to ensure proper usage and maintain building security.~~ Responsible for all ~~after hour's~~ security issues after hours with regards to scheduled and non-scheduled activity including securing buildings and accommodating meetings and building access.
4. Incumbent is a member of the Facility and Support Services management team. Actively participates in the development of department strategic and tactical planning including setting goals, objectives, master planning and priorities. Assists in development and implementation of departmental policy and procedures.
5. Develops and maintains computerized floor tracking system that allows for organized monitoring and time/expenditure evaluation of all hard and soft floor reconditioning projects. Presents same for quarterly budget ~~reporting indicator information.~~
6. Develops cleaning procedures and trains employees/work site clients to ensure proper use of cleaning solvents and equipment. Conducts periodic staff meetings to promote the use of effective safety and security methods.
7. Gathers required documentation to ensure materials are properly documented in MSDS system to meet Federal regulations for entire department. Reviews, updates and distributes every six months.
8. ~~Ensures prescribed access control and security procedures are followed by Lead Custodial Workers/Client Workers~~ to maintain safety and security of facilities during and after custodial care.

~~9.~~

~~10.8.~~

~~11.9.~~ Develops and maintains computerized system to track inventory and supply expenditures. Ensures supplies are stocked and accessible for staff. Meets with product/equipment vendors as required to gather information, develop specifications and order custodial supplies; ~~and~~ submit recommendations to the Facility & Support Services Director for approval and requisition as necessary. ~~Plans for and approves expenditures for supplies and equipment. Presents expenditure and usage data for quarterly budget indicator reporting-reporting information. Reports expenditure and usage data for quarterly budget outcome measures.~~

~~12.10.~~ Develops and maintains a preventative maintenance system for all cleaning equipment. Repairs equipment when necessary; notifies Maintenance department for repairs beyond scope/ability in a timely manner.

~~13.11.~~ Monitors expenditures in supplies, equipment and overtime usage to ensure budgetary compliance. Assists in preparation of annual custodial services budget. Plans for major equipment purchases and future years operating budget as necessary. ~~Makes recommendations to Facility & Support Services Director. Assists the Facility & Support Services Director with the preparation of quarterly performance indicators.~~

~~14.12.~~ Oversees custodial worksite program in conjunction with the program coordinator(s). Evaluates client worker program to ensure productivity expectations and program parameters are met. Responsible for ensuring program supervision meets department requirements. Documents and communicates issues and concerns to the program coordinator(s) and the Facility & Support Services- ~~Management Team~~ Director.

~~15.13.~~ Provides courteous and tactful response to inquiries/complaints regarding custodial activities. Informs the Facility & Support Services Director of inquiries and action(s) taken.

~~16.14.~~ Performs other job-related duties as necessary or assigned.

Background Requisites

Education: High school diploma or GED required. Post high school technical or vocational training in ~~building maintenance~~ custodial services is required. Associates degree preferred.

Work Experience: Minimum of six (6) years of progressive responsibility in custodial service experience is required. Two (2) years of experience in a supervisory capacity is required.

Essential Skills:

- Must possess a valid Driver's License and pass an entrance background investigation.
- Ability to establish effective working relationships with supervisor, subordinates, all levels of County staff, vendors and outside contractors.

- Demonstrated ability to utilize personal computers and various software applications including but not limited to; electronic spreadsheet, word processing, calendar/scheduling programs and department specific software packages.
- Ability to utilize effective verbal, written and listening communication skills.
- Knowledge of and ability to operate institutional cleaning equipment such as: extractors, buffers, vacuum, burnisher, auto scrubbers, upholstery cleaners, wet/dry vacuum, carpet cleaners and power tools.
- Ability to supervise and review the work of others and provide feedback to improve/maintain appropriate levels of work performance.
- Ability to interpret and administer safety and security policies and procedures, including hazard communication ([MSDS](#)), [OSHA](#), and [blood borne pathogens](#).
- Ability to exemplify, by his or her actions, the County's PRIDE philosophy.

Self Development

Seeks out and attends appropriate workshops/seminars to enhance performance and stay abreast of industry trends.

Physical/Environmental Conditions

Primarily indoor work. Incumbent is on-call for assistance 24 hours a day. Exposure to industrial strength cleaning solvents and related chemicals. May be exposed to angry/rude or potentially violent clients/customers in the course of maintaining facility and overseeing worksite program.

Physical Ability Requirement(s)

[Frequently stands, bends, walks, lifts, climbs up and down six \(6\) flights of stairs.](#)

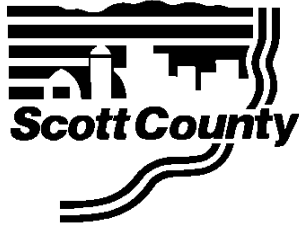
Occasionally climbs to a level of six (6) feet utilizing ladder. Operates commercial cleaning equipment weighing up to ninety (90) pounds. Utilizes a computer keyboard and mouse for typing and data entry.

~~Ability to frequently stand, bend, walk, lift and carry objects weighing up to 90 lbs. Ability to operate commercial cleaning equipment weighing up to ninety (90) pounds. Utilizes a computer keyboard for typing and data entry. We need to add same verbiage regarding climbing up to 6 flights of stairs to this job description. IN FACT, I think that with that addition, this should be the physical requirement for all of them. We will expect ALL people to utilize computers.~~

Prepared by: _____ Date: _____

[Custodial ~~& Security~~ Coordinator]

Approved by: _____ Date: _____



SCOTT COUNTY JOB DESCRIPTION

Class Title: Custodial Worker
Working Title: Same
Department: Facility & Support Services
Hay Point Value: 130

Job Summary

Incumbent is responsible for maintaining a clean and sanitary atmosphere in the Scott County Courthouse, Administrative Center, Annex, Tremont substation and Juvenile Court Services.

Relationships

Reports to: Custodial Coordinator
Supervises: N/A
Works with: All levels of County / State employees and job site clients

Physical/Environmental Conditions

Primarily indoor work, exposure to commercial strength cleaning solvents and related chemicals.

Major Duties/Performance Measures

1. Performs various custodial duties such as sweeping, mopping, scrubbing, stripping, refinishing and buffing of hard surface flooring. Vacuums, bonnet cleans and extracts all carpeted surfaces. Clean and sanitizes lavatories. Cleans glass in hallways, doors and partitions. Dusts and polishes furniture. Cleans windows and blinds. Removes trash and recyclables from facilities and disposes in appropriate containers.

2. Notifies supervisor of needed supplies. Demonstrates knowledge of supply inventory system.
4. Maintains preventive maintenance system for cleaning equipment. Submits equipment repair work orders to maintenance department in a timely manner.
5. Performs basic maintenance duties including, but not limited to: painting, ~~pulling cable,~~ re-lamping, assisting in a labor capacity for special projects and remodeling.
6. ~~Serves as back-up to Lead Custodial Worker on a rotating basis as necessary. Duties include, but are not limited to: Locking exterior doors, activating alarms, notifying dispatch center to ensure security of building, and securing interior areas as assigned.~~
7. ~~Assist Lead Custodial Worker in P~~roviding access control of public and/or unauthorized areas during and after custodial care. Reports any unusual activities to supervisor or appropriate authorities as necessary.
8. Responsible for the use of engineering and safe work practice controls in blood borne pathogens cleanup which includes but is not limited to; blood, bodily fluids and other potentially infectious microorganisms.
9. Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures. Mix water and detergents or acids in containers to prepare cleaning solutions, according to manufacturer's specifications.
10. Performs other job-related duties as necessary or assigned.

Background Requisites

Education:

High school diploma or GED equivalent required.

Work Experience:

Previous custodial and/or basic maintenance work experience preferred.

Essential Skills:

- Must possess a valid Driver's License and pass an entrance background

investigation.

- Ability to establish effective working relationships with supervisor, co-workers and the public.
- Ability to effectively direct the work of others. ~~is important.~~
- Demonstrated knowledge and ability to operate institutional cleaning equipment such as: buffer, vacuum, carpet cleaner and/or burnisher utilizing proper safety procedures ~~is essential.~~
- Ability to utilize effective written, verbal and listening communication skills.
- Ability to exemplify by his/her actions the County's PRIDE philosophy.

Physical Ability Requirement

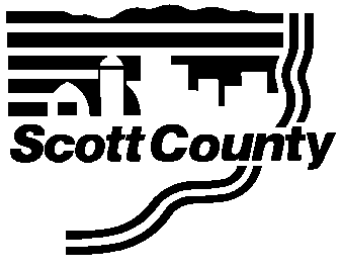
~~Frequently stands, bends, walks, lifts, climbs up and down six (6) flights of stairs. Occasionally climbs to a level of six (6) feet utilizing ladder. Operates commercial cleaning equipment cleaning equipment weighing up to ninety (90) pounds. Utilizes a computer keyboard and mouse for typing and data entry.~~

~~Ability to operate commercial cleaning equipment weighing up to ninety (90) pounds.~~

~~Frequently climbs up to a six (6) flights of stairs. Occasionally climbs to a level of six (6) feet using a ladder.~~

Prepared by: _____ Date: _____

Approved by: _____ Date: _____



SCOTT COUNTY JOB DESCRIPTION

Class Title: Custodial/Client Worker
Working Title: Same
Department: Facility & Support Services
Hay Point Value: 130

Job Summary

Incumbent is responsible for guiding and supervising the work of job site clients in addition to maintaining a clean and sanitary atmosphere in the Scott County Courthouse, Administrative Center, Annex, Tremont substation and Juvenile Court Services. Guide and lead the work of job site clients including work direction and recommendation for disciplinary action.

Relationships

Reports to: Custodial Coordinator
Supervises: Job site clients
Works with: All levels of County / State employees and job site clients

Physical/Environmental Conditions

Primarily indoor work, exposure to commercial strength cleaning solvents and related chemicals.

Major Duties/Performance Measures

1. Guides and supervises the work of up to eight (8) job site clients ~~assigned by the Community Services Department.~~ Works directly with the ~~Facility & Support Services management team~~ Custodial Coordinator identifying and prioritizing projects and work assignments. Duties may include light maintenance, deliveries, moving furniture, landscaping, grounds keeping and maintenance, painting, snow removal, cleaning and washing cars.
2. Reports and documents client incidents such as substandard work performance, altercation and/or insubordination to supervisor.
3. Performs various custodial duties such as sweeping, mopping, scrubbing, stripping, refinishing and buffing of hard surface flooring. Vacuums, bonnet cleans and extracts all carpeted surfaces. Cleans and sanitizes lavatories. Cleans glass in hallways, doors and partitions. Dusts and polishes furniture. Cleans windows and blinds. Removes trash and recyclables from facilities and disposes in appropriate containers.
4. Notifies supervisor of needed supplies. Demonstrates knowledge of supply inventory system.
5. Maintains preventive maintenance system for cleaning equipment. Submits equipment repair work orders to maintenance department in a timely manner.
6. Performs basic maintenance duties including, but not limited to: painting, ~~pulling cable~~, re-lamping, assisting in a labor capacity for special projects and remodeling.
- ~~7. Serves as back-up to Lead Custodial Worker on a rotating basis as necessary.~~
- ~~8. Duties include, but are not limited to: Locking exterior doors, activating alarms,~~
- ~~9. notifying dispatch center to ensure security of building, and securing interior~~
- ~~10.7. areas as assigned.~~
- ~~11.8. Assist Lead Custodial Worker in providing~~ access control of public and/or unauthorized areas during and after custodial care. Reports any unusual activities to supervisor or appropriate authorities as necessary.
- ~~12.9.~~ Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures. Mix water and detergents or acids in containers to prepare cleaning solutions according to ~~manufactures~~ manufacturer's specifications.

13.10. Responsible for the use of engineering and safe work practice controls in blood borne pathogens cleanup which includes but is not limited to; blood, bodily fluids and other potentially infectious microorganisms.

14.11. Performs other job-related duties as necessary or assigned.

Background Requisites

Education: High school diploma or GED equivalent required.

Work

Experience: Previous custodial and/or basic maintenance work experience preferred.

Demonstrated leadership experience such as leading, guiding and/or supervising people is preferred.

Essential

Skills: * Must possess a valid Driver's License and pass an entrance background investigation.

* Ability to establish effective working relationships with supervisor, co-worker and workfare clients.

* Ability to effectively direct the work of others. ~~is important.~~

* Demonstrated knowledge and ability to operate institutional cleaning equipment such as: buffer, vacuum, carpet cleaner and/or burnisher utilizing proper safety procedures. ~~is essential.~~

* Ability to utilize effective written, verbal and listening communication skills.

* Ability to exemplify by their actions the County's PRIDE philosophy.

Physical Ability Requirements

Frequently stands, bends, walks, lifts, climbs up and down six (6) flights of stairs. Occasionally climbs to a level of six (6) feet utilizing ladder. Operates commercial cleaning equipment weighing up to ninety (90) pounds. Utilizes a computer keyboard and mouse for typing and data entry.

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

January 31, 2013

APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS OF FSS

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That the Custodial & Security Coordinator is hereby downgraded from 238 to 198 Hay points and title changed to Custodial Coordinator.

Section 2. That the table of organization be decreased by 2.0 FTE and position of Lead Custodial Worker be eliminated.

Section 3. That the table of organization be increased by 2.0 FTE for Custodial Worker.

Section 4. This resolution shall take effect immediately.