Steele County
Agenda Item

Subject: Backfill Maintenance Worker Position

Department: Building & Grounds

Committee Meeting Date: February 17, 2021

Board Meeting Date: February 23, 2021

Consent Agenda: ☒ Yes ☐ No **Resolution:** ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends backfilling position

Recommendation:

To Backfill the Maintenance Worker Position

Background *(Including Budget Impact*):

Steve Kasper has given us his retirement notice with March 3rd, 2021 being his last day. We are in the process of combining the Maintenance I and Maintenance II job description into one job description. This will allow us to better serve the departments customers and to become more effective and efficient by having staff trained at each building. This backfilled position will be the filled as a maintenance worker rather than a maintenance worker II.

Attachments:

PRF

Steele County
Position Requisition Form
(PRF)

Section 1: Current Position Information Date Prepared: 02/11/2021

Is this a new position? No

Title: Maintenance Worker II	Division:
Former Incumbent: Steve Kasper	Department: Facilities & Fleet
Former Incumbent's Wage: 30.88 DBM Rating: B24 Step: 11 Full-time/Part-time: FT	
Incumbent's Last Working Day: March 3, 2021	

Section 2: Proposed Position Information

Title: Maintenance Worker	Division:
Department: Facilities & Fleet	Date of Need: March 1, 2021
Regular/Seasonal/Temporary: Regular	*If seasonal or temporary, list state/end dates:*

Section 3: Position Type

☐ Supervisory ☑ Non-Supervisory Full-time/Part-time: Full-Time Hours per week: 40

Section 4: Funding Source (Chart of Accounts)

Fund Code: _____ Department: _____ Program Code: _____ Account: _____ % Percentage: _____	
Fund Code: _____ Department: _____ Program Code: _____ Account: _____ % Percentage: _____	
Target Salary: _____	Estimated Budget Impact: _____
Budgeted position: Yes Reallocation: _____	

Section 5: Revenue Source

Grant (Amount/Percent): _____ Reimbursement (Amount/Percent): _____ Levy (Amount/Percent): 100

Section 6: Justification for Position

1. Can the position be filled by a temporary/part-time employee? Yes ☐ No ☑
2. Can the job function be restructured in such a way as to:
   - Make the functioning of the department more effective (which may require re-evaluating positions and responsibilities)? Yes ☑ No ☐
   - Contracting with/purchasing services from another agency/government? Yes ☐ No ☑
   - Contracting with a consultant/contractor/vendor? Yes ☐ No ☑
3. Is the position legally mandated and a decision not to fill the position would result in penalties to the County: *If yes, please specify.*

   No

4. Does this position require specialized skills/training/licenses that current staff do not possess? *If yes, please specify.*

   No

5. How is this position critical to achieving departmental goals with are aligned to the strategic initiatives of the County? *Please specify.*

   It is critical to maintain Steele County's building assets.

6. Provide additional information to justify fulfilling this position (additional cost savings, programmatic initiatives/needs, supports mandated services, etc.)

   n/a

7. What options were considered for redistribution of job functions to create efficiencies and salary savings for the County?

   The efficiencies come from combining the the Maintenance I and Maintenance II positions allowing for staff to support all buildings and not being assigned to a specific building.

8. If the position were not filled, indicate the organizational impact and recommended action to address the mission critical duties.

   More deferred maintenance than already exists.

9. Will this position require additional resources? (computing equipment, furniture, special accommodations, etc.)

   No.

APPROVAL SIGNATURES

Department Head: _____ Date: _____

Division Director: _____ Date: _____

(If Applicable)

Human Resources Director: _____ Date: _____

County Administrator Signature: _____ Date: _____

HR USE ONLY

___ Non-Exempt (OT Eligible) _____ Exempt (OT Ineligible)

Bargaining Unit : _____ DBM Rating: _____

Salary amount budgeted for position: _____