

***RESOLUTION NO.: 93—2017-18***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1       The County Executive has requested the following position, and the same has been  
2       included in the 2018 COUNTY EXECUTIVE BUDGET:

3                     Eliminate: (1) Full-time Mechanic  
4                     Eliminate: (1) Full-time Equipment Operator III  
5                     Create: (1) Full-time Shop Foreman  
6  
7

8       NOW THEREFORE, the undersigned members of the Legislative/Audit & Human Resources

9       Committee recommend adoption of the following resolution.

10       BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith  
11       authorize and approve of amending the TABLE OF ORGANIZATION FOR THE HIGHWAY  
12       DEPARTMENT, COST CENTER, 6008003, by eliminating (1) full-time Mechanic position, by  
13       eliminating (1) full-time Equipment Operator III position, and by creating (1) full-time Shop Foreman  
14       position effective January 1, 2018, as described in the attached which by reference are made a part  
15       hereof, and

16       BE IT FURTHER RESOLVED, that the aforementioned budget is hereby confirmed to include  
17       the new position(s) and the attendant budget expenditures and revenues as are detailed in the attached,  
18       and

19       BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy  
20       of this resolution to the Highway Commissioner and the Outagamie County Human Resources  
21       Department.

22       Dated this \_\_\_\_ day of November 2017

23  
24                     Respectfully Submitted,  
25                     LEGISLATIVE/AUDIT &  
26                     HUMAN RESOURCES COMMITTEE

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5  
6 Travis Thyssen

Cathy Spears

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10  
11 Shane Griesbach

Patrick Meyer

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15  
16 John Foss

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20 Duly and officially adopted by the County Board on: \_\_\_\_\_

21  
22  
23 Signed: \_\_\_\_\_

24 Board Chairperson

25 County Clerk

26 Approved: \_\_\_\_\_

27 Vetoed: \_\_\_\_\_

28  
29 Signed: \_\_\_\_\_

30 County Executive



## Organizational Change Request

*Every effort should be made to complete these requests during the annual budget process. Exceptions will be considered outside the budget process when appropriate and necessary*

**This form contains four separate parts. Title Changes require only Part I and Part II to be completed. Forms should be thoroughly completed and submitted to the Human Resources Director. If you have questions when completing this form, please contact the Human Resources Director at 832-1670 or [lisa.lux@outagamie.org](mailto:lisa.lux@outagamie.org).**

### **PART I GENERAL INFORMATION**

Change(s) being Requested: Delete Position from TO & Add New Position

Effective Date of Change: 1/1/2018

Department: Highway

Department Head: Dean Steingraber

Cost Center: 6008003

Employee Group: Highway

**Justification for Change:**

(Include: key benefits of adding position, impact of not adding position, amount of overtime currently being worked, backlog situation, etc... Avoid generalities and provide specific data points.)

The proposed Shop Foreman position will provide more direct supervision of the six mechanics. This position will improve efficiency, effectiveness and accountability of staff. This will be accomplished by standardizing work, reducing waste, attention to detail, reducing backlogs which will create cost savings.

This addition will allow the Equipment Facility Superintendent to focus more on fleet and facilities management, assist other departments with fleet needs, implement new technologies, and improve our overall long-range planning.

The Equipment Facility Superintendent is responsible for the procurement, maintenance, and security of over 400 billable pieces of machinery, numerous small tools, five salt sheds, salt brine making system, four fueling stations, and four Highway shops (Appleton, Hortonville, Seymour, Shiocton). This equates to nearly \$20 Million in machinery and \$9 Million in buildings and grounds.

The position will provide the Highway Department the opportunity for good succession planning.

**Other Alternatives Considered:**

Temporary Help       Part-Time vs. Full-Time       Help from other depts.  
 Use of Overtime       Process Improvements



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**Fiscal Impact of Change:**

Cost Neutral       Cost Reduction       Cost Increase

**FTE Headcount Impact of Change\*:**

Headcount Neutral       Headcount Reduction       Headcount Increase

*(\*note: any change in FTE count or substantial fiscal impact requires approval by Committee of Jurisdiction, Finance Committee, Leg/Audit/HR Committee, and Board of Supervisors.)*

**PART I: CHANGE DETAILS** - Complete the appropriate section below for the type of change being requested.

**POSITION DELETION** (i.e. deletion of entire position or one or more of the same position)

Position Title: Mechanic and Equipment Operation (1 each)

Type of Deletion:  Remove position title completely       Reduce position count\*

\*If reduction – reduce by how many? 1 Mechanic & 1 Equipment Operator III

Position is:  Full-Time:       Part-Time:

Additional Communications/Approval Required:

- Inform Committee of Jurisdiction
- Inform Leg/Audit/HR Committee
- Board of Supervisors Approval – *only if outside of budget process and if change impacts overall department FTE count or has significant fiscal impact.*

**POSITION ADDITION** (i.e. addition of entirely new position or one or more of the existing position)

Position Title: (AS&P NE10) Shop Foreman

Type of Addition:  Add completely new position       Add to existing position in TO

How many? 1

Position is:  Full Time:       Part Time:

Additional Communications/Approval Required:

- Provide updated Job Description to HR
- Comprehensive Position Questionnaire and Market Analysis completed (as determined by HR Director – for brand new or upgraded positions only)
- Inform Committee of Jurisdiction
- Approval from Leg/Audit/HR Committee
- Board of Supervisors Approval

**PART II: CURRENT AND FUTURE ORG VISUAL**

Attach a copy of your current Table of Organization and proposed Table of Organization for any change(s) indicated in this document.



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**PART IV: FINANCIAL DATA** - List the total expenditures, revenues and savings pertaining to this request.

#### ANNUAL CURRENT EXPENDITURES

##### Mechanic

Salary	\$ 0
Fringe Benefits	\$ 0
Travel/Training	\$ [redacted]
Supplies	\$ [redacted]
Purchased	\$ 0
Capital Outlay	\$ 0
<b>TOTAL</b>	\$ 0

##### Equipment Operator III

Salary	\$ 50,600
Fringe Benefits	\$ 30,930
Travel/Training	\$ 500
Supplies	\$ 250
Purchased	\$ 0
Capital Outlay	\$ 0
<b>TOTAL</b>	\$ 82,280

#### ANNUAL PROPOSED EXPENDITURES

Salary	\$ 60,400
Fringe Benefits	\$ 36,940
Travel/Training	\$ 1,000
Supplies	\$ 250
Purchased	\$ 0
Capital Outlay	\$ 0
<b>TOTAL</b>	\$ 98,590

#### REVENUES

Description:

Billable hours to equipment and customers (other depts)	\$ 5,000
[redacted]	\$ [redacted]
<b>TOTAL</b>	\$ 5,000



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### COST SAVINGS

Description:

Reduce overtime and outsourcing equipment repairs	\$ 11,310
	\$ _____
<b>TOTAL</b>	<b>\$ 11,310</b>

\* If you are requesting a position that will only be funded initially for a part of a year, please complete the Annual Salary and Annual Fringe Benefits Cost using the annual cost based on the start date of the change.

**NOTE:** If any changes are made in the above budget, please contact Human Resources Department, Lisa Lux, ext. 1670, and Financial Services, Brian Massey, ext. 1675. It is extremely important that the information contained here match the figures shown in the budget.

Reviewed By:	<input type="checkbox"/>	Date: Click here to enter a date.
Department Head:	<input type="checkbox"/>	Date: Click here to enter a date.
HR Director:	X	Date: 6/8/2017
County Executive:	<input type="checkbox"/>	Date: Click here to enter a date.

### REQUEST:

Approved    Denied

Resolution Number: Click here to enter text.



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Shop Foreman	<b>POSITION CLASSIFICATION</b>	X Exempt/Salaried Non-Exempt/Hourly
<b>DEPARTMENT</b>	Highway	<b>EMPLOYEE GROUP</b>	Select from Drop Down Menu
<b>REPORTS TO POSITION</b>	Equipment/Facility Superintendent	<b>DIRECT REPORT POSITIONS</b>	Mechanic
<b>SALARY GRADE</b>	10	<b>POSITION TYPE</b>	Regular
<b>TYPICAL WORKWEEK</b>	<input checked="" type="checkbox"/> 40 Hours Minimum <input type="checkbox"/> 37.5 Hours Minimum <input type="checkbox"/>	<b>BLOOD BOURNE PATHOGENS</b>	<input type="checkbox"/> A <input type="checkbox"/> B <input checked="" type="checkbox"/> C

**POSITION PURPOSE** Supervise, direct, instruct, authorize time, confirm performance, assign, lead, reward, and discipline personnel, and inspect work in progress and upon completion to ensure that quality maintenance standards are met in a manner consistent with the Equipment/Facilities Superintendent's instructions, the Department's work rules and policies, and industry safety standards so that assigned tasks can be completed in a safe, timely, cost effective, and quality manner.

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

- Responsible for shop operations, equipment, and repair needs, including the supervision, evaluation, performance management and development of Mechanics.
- Makes oral and written reports on equipment repair progress and costs, employee assignments, policy and work rule violations, accidents, shop equipment performance, and employee performance.
- Responsible for recommending procurement of shop equipment and tools, as well as proper maintenance, inspection, and instruction in the proper use.
- Performs minor repairs (component rebuilding, light repair, tire repair/replacement, etc.) on an as-needed basis.
- Makes recommendations on new technologies and requirements for improving processes.
- Performs duties of Equipment/Facility Superintendent during absences.
- Recommends and participates in equipment replacement proposal and spec writing process.
- Be accountable for work performance by keeping accurate records and reports. Maintain training, licenses, and certifications required for this position.
- Participates in the interview and selection process for assigned positions.
- Be available by County supplied cell phone at all times (24/7) to make shop operation judgment calls in an emergency situation.

## EDUCATION/CERTIFICATIONS/WORK EXPERIENCE REQUIREMENTS

- Associate degree in mechanics, operating principles or mechanics of engines and heavy equipment;
- Current Automotive Service Excellence (ASE) certification as a Heavy Truck/Equipment Technician, Automotive Technician, or related areas is desired. ASE master certification in either area is preferred;
- Five (5) years of experience in mechanics, body work and painting; [Click here to enter text](#).

**POSITION DESCRIPTION**

- Three (3) years lead capacity or full supervisory experience OR, any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Valid Commercial Driver's License Class A, B, C, D with N Endorsement

**REQUIRED OR PREFERRED SKILLS**

- Must have the knowledge of: The methods, materials, tools, and practices of the mechanical shop trade. The hazards and safety precautions of the trade. Equipment and parts management information systems (JD Edwards and various internet parts ordering sites). The service and repair of all vehicle and equipment sub-systems, and the principals and practices of employee supervision, training, and evaluation.
- Must have skill in the diagnosis and repair of motor equipment and the use and care of tools in all phases of repair and maintenance.
- Must have the ability to effectively plan, assign, supervise, evaluate, and perform automotive and heavy truck/equipment maintenance on a daily basis.
- Initiate and review equipment repair schedules and determine priorities.
- Report work status and special problems to the Equipment/Facilities Superintendent or higher-level management in a timely manner.
- Must be reliable, trustworthy, self-motivated, and self-reliant.
- Must be able to participate in education and training programs to maintain proficiency to perform the duties of the position including basic computer and smart phone use.
- Ability to maintain appropriate confidentiality.

**ADDITIONAL NOTES** (*physical requirements, secondary language requirements, etc.*)

- Ability to walk, stoop, bend, lift, carry; push, pull, and move objects up to 100 pounds, understanding and utilizing proper body mechanics.
- Must provide own hand tools as required by the Outagamie County Highway Department.

REVIEWED BY:	Lisa Lux	DATE 6/9/17
APPROVED BY: (Manager/Dept Head)	Dean Steingraber	DATE: 5/19/2017
LAST UPDATED BY:	Dean Steingraber	DATE: 5/19/2017
<b>EXEMPT POSITION:</b> May be eligible for compensatory time after: <input type="checkbox"/> 40 Hours <input type="checkbox"/> 45 Hours (Grade 12 and above) <input type="checkbox"/> Not Applicable		
<b>POST OFFER PRE-EMPLOYMENT EXAM REQUIRED:</b>		
<b>DRUG TEST REQUIRED:</b> <input type="checkbox"/>		
<b>TYLER-MUNIS POSITION NUMBER:</b> Click here to enter text.		

OUTAGAMIE 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 EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

