



Bainville Town Council Meeting
City Office
211 Clark Ave. East
Monday March 14, 2022 at 7:00 PM

I. Call Meeting to Order

II. Pledge of Allegiance

III. Roll Call—Establish a quorum

___ Mayor, Toby Romo

___ Councilperson, Nick Tester

___ Councilperson, Matt Giese

___ Councilperson, Carol Rasmussen

IV. Approval of Agenda

V. Approval of Meeting minutes dated February 15, 2022.

VI. Treasurers Report

- Approve claims with checks dated March 14, 2022.
- Approve JV, UB Vouchers, Payroll slips.
- Review delinquent accounts.
- Approve Mayor to sign March payroll checks & employee per diem & mileage for conference in Great Falls. (March 23, 24, 25)

VII. Public Comments or Formal Complaints on items not on agenda.

VIII. Department or Committee Reports

- Public Works Report
- Fire Chief Report
- Roosevelt County Sheriff's Department Update.
- Local Emergency Planning Committee Update.

IX. Old Business

X. New Business

- Approve FY 2021 Annual Financial Report.
- Review and approve Town of Bainville Personnel Policy Manual
- Approve Clerk/Treasurer Job description
- Approve Public Works Director job description
- Approve Maintenance Foreman job description
- Discuss amending Impact fee Resolution
 - Section 6, Exemption from Wastewater Impact Fees.
- Approve Mayor to sign Purchase Agreement with Dakota Land Homes.

XI. Adjourn

Next Meeting will Monday, April 11, 2022 at 7:00pm. at the City Office

Topic: Regular Town Council Meeting

Time: Mar 14, 2022 07:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/92487792915?pwd=RHZ6RnN1a2hjTG9WVklURWxpb1VEUT09>

Meeting ID: 924 8779 2915

Passcode: 939277

One tap mobile

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Dial by your location

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+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

Meeting ID: 924 8779 2915

Passcode: 939277

Find your local number: <https://zoom.us/u/aixn3Urp>

Regular Meeting Minutes of February 15, 2022
Bainville Town Council

The Regular meeting of the Bainville Town Council was called to order at 7:06 p.m. by Mayor Toby Romo at the Bainville Fire Hall, 207 Duval Street. Present were: Matt Giese, Carol Rasmussen, Toby Romo and Nick Tester. A **quorum** was established. Also present were Clerk, Nikki Rogers; and City Attorney, Greg Hennessey via zoom. Public Works Director, Lyle Lambert was absent. Guests included:

Carol Rasmussen moved to approve the agenda as submitted. Nick Tester seconded the motion. All voted in favor and motion carried.

Nick Tester moved to approve the minutes dated January 10, 2022 as submitted. Carol Rasmussen seconded the motion. All voted in favor and motion carried.

Carol Rasmussen moved to approve the minutes dated January 25, 2022 as submitted. Nick Tester seconded the motion. All voted in favor and motion carried.

Treasurer's Report:

- Approve claims with checks dated February 15, 2022 in the amount of \$26,053.54. Nick Tester moved to approve claims with checks dated February 15, 2022 in the amount of \$26,053.54. Carol Rasmussen seconded the motion. All voted in favor and motion carried.
- Approve closing Journal Vouchers for FY 2021, UB Vouchers, and Payroll slips in the amount of \$10,720.57. Matt Giese moved to approve closing Journal Vouchers for FY 2021 and UB Vouchers. Nick Tester seconded the motion. All voted in favor and motion carried.
- Approve and authorize the mayor to sign February 2022 payroll checks on February 28, 2022. Nick Tester moved to approve and authorize the mayor to sign February 2022 payroll checks on February 28, 2022. Matt Geise seconded the motion. All voted in favor and motion carried.
- Update on the American Rescue Plan Act of 2021.
The Town has been approved for ARPA funds of \$110,585. The town needs to apply for the use of these funds by January 1st of 2023. The applications are reviewed monthly. The funds must go towards a water and sewer infrastructure improvement project.

Public Comment—None

Public Works Report

Lyle Lambert, Public Works was unable to make the meeting, so Mayor Romo gave the following Public Works report:

- Generator at lift station was repaired on 02/03/2022.
- Working with Interstate Engineering to submit a request to improve sewer lines with ARPA funds held by the county.
- Completed a review of the Town Emergency Response Plan 01/26/2022.
- Cleaned out Water House on 02/04/2022. The water house will be used for a workshop for Dan.
- Unaccounted water amounts have come down significantly after major leak repair.
 - Jan. 2020 was 913,830 gal.
 - Jan. 2021 was 612,231 gal.
 - Jan. 2022 was 321,179 gal.

Fire Chief Report: --No Report

- Update Fire Extinguishers

- Fire Danger Report
- Upgrade Hand-held radios—More information will be available at a later date

Roosevelt County Sheriff's Report

- Request from Sheriff Frederick to send two officers to training March 28 – April 1, 2022. The cost is \$1,300 for both registrations and monies would come out of their Reserve Training account.

Clerk Rogers received an email request from Tim Lingle on behalf of Sheriff Frederick to send two officers to training at the end of March. The cost is \$650 per officer for a total of \$1,300.00 to be taken out of the Police Reserve Training budget.

Matt Giese moved to approve the request to send two officers to training on March 28, 2022-April 1, 2022 in the amount of \$1,300.00. Nick Tester seconded the motion. All voted in favor and motion carried.

Local Emergency Planning Committee

- Update on the new Civil Defense Siren at the Lagoon
Mayor Romo gave an update the new siren will be placed at the lagoon. More information will be available at a later date.
- Next LEPC meeting will be April 12, 2022 in Culbertson at 2:00 PM

Dry Prairie Meeting update:

Mayor Romo attended the Dry Prairie public hearing regarding the water rate increase. Their Resolution to increase the water rates was approved at the meeting on February 3, 2022. The following are estimated costs and calculations. These are not actual figures.

- Present Town Rate/EDU = \$14.25/EDU x 210.28 EDUs = \$2996/month
- New Rate (June 2022) = \$17.25/EDU x 210.28 EDU = \$3627/mo. (**\$7570** annual increase to base rate)
- Present Consumption Rate/gallon = \$1.50/1000 * 17,714,600gal (average use in last 3 years) = \$26,571 annual cost to Town of Bainville.
- New Consumption Rate/gallon = \$2.07/1000 * 17,714,600 gal = \$36,669 annual cost to Town. (**\$10,097** annual increase).
- \$7570 + \$10,097 = **estimated annual increase to town of \$17,667**. (based on average usage of last 3 years)

Old Business

- A. Request from Allen Spencer of Dakotaland to deed over the RV Park property to the Town of Bainville in lieu of delinquent Water/Sewer account.
 - The owner emailed the town and is willing to put the documentation together for this transaction.
 - Current Utility Bill is \$37,980.64.

Mayor Romo spoke to Allen Spencer from Dakotaland and he asked if the Town would be willing to accept a proposal to deed over the RV Park property in lieu of the delinquent Water/Sewer bill. They would pay the taxes on the property prior to turning the property over to the Town. Council and Mayor discussed the matter and will hold the matter for

further research on the tax value. Mayor Romo will contact the County Treasurer. No motion.

New Business

A. Sewer impact Fee Review

- MCA 7-6-1602 states that Impact fee's must be reviewed every 5 years.
- MCA 7-6-1602 states that Impact fee's must be deposited in a special proprietary fund.
- MCA 7-6-1602 states that if the Impact fee's are not collected or spent in accordance with the impact fee ordinance or resolution, the fee must be refunded to the owner of the property at the time of the refund date.
- MCA 7-6-1604 Impact fee advisory committee is responsible for the review and monitors the process of calculating, assessing, and spending impact fees.

Mayor Romo provided some background information and who was put on the Impact Fee Advisory Committee. Mayor and Council discussed ideas on reviewing the impact fee. Mayor and Staff will reach out to an engineering firm, Montana Rural Water, and the State.

B. City Attorney RFQ

Mayor Romo and Council discussed the amount of hours needed for services. Matt Giese moved to approve the Request for Qualifications for a City Attorney. Carol Rasmussen seconded the motion. All voted in favor and motion carried.

C. Bridge and Road Safety and Accountability Program (BARSAA) for calendar year 2022 will receive an allocation in the amount of \$15,692.66. The allocation can be used on materials for Street improvements.

Clerk Rogers explained the Bridge and Road Safety and Accountability Program (BARSAA) funds. The allocation can not be used for capital equipment but can be used for road and street maintenance.

D. Clinton Street/Highway 327 Improvement Project. Approve and authorize the Mayor to submit required paperwork to the State Department of Transportation (DOT) for approval to install walking paths on each side of Clinton/Highway 327 Street from Highway Avenue north to Highway 2.

Mayor Romo would like to file the required paperwork to the State for approval to install walking paths on each side of Clinton/Highway 327 Street from Highway Avenue north to Highway 2. Matt Giese moved to approve and authorize the Mayor to submit required paperwork to the State Department of Transportation (DOT) for approval to install walking paths on each side of Clinton/Highway 327 Street from Highway Avenue north to Highway 2. Carol Rasmussen seconded the motion. All voted in favor and motion carried.

Matt Giese moved to adjourn the meeting at 8:07 PM.

Attest:

Approved By:

Nikki Rogers, CMC
Clerk-Treasurer

Toby Romo
Mayor

Town of Bainville

Town Clerk Job Description

GENERAL PURPOSE

Provides a variety of routine and complex clerical, and administrative work in the administration of the Town government.

SUPERVISION RECEIVED:

Works under the general supervision of the Mayor.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides reception services at town hall by answering telephone, emails, fax machine, public works cell phones and personal inquiries. Produces letters, memoranda, reports, tabulations and other materials as requested.

Responsible for clerical and accounting work performed for the town utilities. Maintenance of utility billing records for the city's sewer, water and garbage utilities; processes billings. Receives utility payments and other revenue payments. Creates new utility accounts. Processes open and close requests for service forms. Prepares monthly meter reader books and assists meter readers in obtaining accurate information.

There may be work projects that need to be produced in a timely manner and other office tasks as deemed necessary.

Communicates official plans, policies and procedures to staff and the general public.

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or

other documents requiring city certification; catalogs and files all city records. Maintains records retention schedules and destruction of records as properly noted by the State of Montana and Town of Culbertson records retention schedules.

Attends all regular and special city council meetings; oversees or performs an accurate recording of the proceedings, preparation of the minute's proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested.

Prepares and advertises meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings.

Prepares and distributes agendas, materials, council packets, minutes and records of meetings and reports for Council Meetings as directed.

Writes and files ordinances and resolutions of the council and oversees the codification of ordinances into the municipal code.

Organize and execute all functions of the Town Clean Up event to include getting volunteers, advertisement and must attend the function. Applies for Arbor day grant and purchase trees with the money for cemetery.

Administers the issuance of municipal licenses, including business, animal, sketch plan and various regulatory licenses as assigned, and cemetery deeds, etc. in accordance with applicable city ordinances and other regulations.

Administers oath of office to public officials.

Serves as a notary public.

Prepare surveys and other reports as directed.

Provides public records and information to citizens, civic groups, the media and other agencies as requested.

Other duties as assigned.

PERIPHERAL DUTIES

Attend seminars and workshops related to Town Clerks' duties and responsibilities.

Types Council Member's and Mayor's correspondence; make reservations and travel arrangements for meetings, seminars, and conventions. Assists in the preparation of ordinances and resolutions as directed.

Accepts claims for damages and other legal papers served on the Town.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a college or university with a bachelor's degree in business management, records management, public administration, or a closely related field; and

(B) Two (2) years of related experience; or

(C) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

(D) Certified Municipal Clerk Certification highly desirable. Ability to obtain within 4 years of employment will likely result in a salary increase.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of the principles and practices of modern public administration; Extensive knowledge of office practices and procedures; thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure;

(B) Skill in operation of listed tools and equipment; and

(C) Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, other departments, officials and the public; Ability to communicate effectively verbally and in writing.

SPECIAL REQUIREMENTS:

(A) Must be bondable; (B) Valid State Driver's License, or ability to obtain one; notary public certification within six months.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet and data base software; mainframe computer terminal; 10-key calculator; phone; copy machine; fax machine.

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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or

hear, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date:

Revision History:

Town of Bainville
PUBLIC WORKS DIRECTOR

Department: Public Works Probation Period: 6 Months

GENERAL PURPOSE:

Perform testing of the water and wastewater treatment facilities and systems. Keep water and wastewater testing & documentations compliant with local, county, state and federal requirements. Research Grants and Federal Aid for the improvements of the Town water, wastewater, streets, parks, equipment and buildings. Recommend possible Grants & Financial Aid to the Town and assist in applying.

QUALIFICATIONS:

1. Education and Experience:
 - Graduation from high school education or GED equivalent, and;
 - Basic knowledge and experience relating to construction, maintenance, or repair; Basic computer skills;or; Any equivalent combination of education and experience.
2. Necessary Knowledge, Skills and Abilities:
 - Knowledge of heavy equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
 - Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.
3. Special Requirements:
 - The duties of this position require that the employee be able to operate a motor vehicle during working hours. Employee must have and retain a valid Montana driver's license.
 - Must have or be able to obtain a Water Class 3 and Sewer Class 1D Certificate within 6 months of employment.
 - Must reside or relocate to within 15 minutes, all weather, driving time from the Bainville Town Office. Must have personal telephone and be available for on call or emergency call out.

SUPERVISION RECEIVED:

Works under the general supervision of the Mayor.

SUPERVISION EXERCISED:

Seasonal workers, Construction Companies hired by the Town.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Prepares and documents budget requests; administers adopted budget in assigned area of responsibility.

Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the public works department.

Evaluates public works needs and formulates short and long range plans to meet needs in all areas of responsibility, including transportation, street, water, sewer, drainage, park maintenance.

Supervises the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.

Determines applicable codes, regulations, and requirements for assigned projects.

Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.

Oversees project management for the construction of the municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.

Coordinates the preparation of reviews and updates the sanitary sewer, water, storm drainage, and street system maps, data base, and comprehensive plans.

Oversees the maintenance of infrastructure and other records.

Responds to public or other inquiries relative to department policies and procedures. Evaluates issues and options regarding municipal public works and makes recommendations.

Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services.

Monitors inter-governmental actions affecting public works.

Oversees maintenance and repairs, as necessary, to the water/wastewater treatment plant and sewage pump stations. Cleans wet wells and operates pumps and valves to control and adjust flow and treatment process. Monitors the performance of, maintain, operate, repair and replace, as necessary, controls and equipment, including but not limited to, gauges, pumps, and filters, in the treatment plant and pump stations. Assure that the plant operates within required standards.

Calibrates, modifies or repairs instrumentation and control equipment including recorders, flowmeters and other water quality monitoring equipment.

Records statistical data concerning plant operations; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required. Maintain records relating to maintenance activity.

Collects samples and identifies concentrations of chemical, physical or biological characteristics of Water/Wastewater required in accordance with local, state and Federal requirements; gathers and tests Water/Wastewater samples for plant efficiency reports as required.

Perform quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.

Maintain records relating to inspection, repair, cleaning, maintenance and/or replacing, water mains, sewer lines, manholes, water/wastewater treatment plant and lagoon, drainage systems, valves,

meters, and other plumbing, often to ensure that all aspects of the system are functioning properly. May be required to cut, fit, lay, tap, flush and/or shut off, fire hydrants, drinking fountains, piping, valves, water mains, or install new services. Maintain records relating to inspection and maintenance of.

PERIPHERAL DUTIES:

May be required to attend job related workshop.

Ensure contractors have determined location of all utilities prior to excavation.

PHYSICAL DEMANDS:

Proper vision and specific vision is required; color, peripheral, depth perception.

TOOLS AND EQUIPMENT:

Able to Drive a motor vehicle.

WORK ENVIROMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing duties of this job, the employee regularly works in outdoor weather conditions. Frequently working near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibrations. Occasionally being exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level is usually mild.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Subject to drug and alcohol testing and background check upon hire with random drug and alcohol testing after employment.

The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by employer as the needs of employer and requirements of the job change.

Approval: _____
Employee

Approval: _____
Supervisor

Effective Date:

Revision History:

Town of Bainville

Maintenance Foreman

Job Description

GENERAL PURPOSE

Performs a variety of unskilled or semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems.

SUPERVISION RECEIVED:

Works under the immediate supervision of the Mayor.

SUPERVISION EXERCISED

Seasonal Employees. Construction companies hired by the Town.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Inspects and/or repairs booster pumping stations, reservoir, meters, streets, drainage systems and sewer system at frequent intervals to ensure that all aspects of the systems are functioning properly.

Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.

Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation.

Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.

Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.

Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.

Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains; assists in shutting off broken sections of water mains.

Inspect, clean, repair, and/or maintain, signs, sidewalks, curbs and streets; painting, patching, and pavement crack sealing as needed. May be required to work as part of a crew; cutting pavement and ditch digging.

Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Perform general maintenance of cemetery & town park. Mow grass, plumbing, general building repairs, minor electrical work, maintain and operate underground sprinklers.

Services water supply, sewer lift and other pumps.

Operates a variety of power construction and maintenance equipment used in the water, sewer and street department.

Operate, inspect, clean, repair, and maintain, vehicles or tractors of various sizes and weights, such as, but not limited to, sweeper, snow plow, lawn tractor. Load, unload and haul various equipment and materials such as gravel, sand, water, trash and weeds.

Reads water meters, residential and commercial.

Mow grass, trim weeds and trees, maintain and operate sprinkler systems in town park.

Painting and general upkeep of gazebo & other Town buildings.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. High school graduate or GED equivalent.
- B. Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

Effective Date:

Revision History:

- A. Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- B. Skill in operation of the listed tools and equipment.
- C. Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

- A. Valid State Driver's license.
- B. Must have or be able to obtain the required certification for water and waste water operator within the allotted time as prescribed by law.
- C. Must reside or relocate to within 15 minutes, all weather, driving time from the Bainville town hall.
- D. Must have a personal telephone and be available for emergency call out.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, pickup truck, backhoe, snowplow, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Effective Date:

Revision History:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date:

Revision History: