

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

July Session of the July Adjourned

Term. 20 17

In the County Commission of said county, on the 13th day of July 20 17

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the attached Contract Amendment Number Two to 53-02DEP15 – Laundering and Dry Cleaning Services Term and Supply.

The terms of the amendment are stipulated in the attached Amendment. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Amendment Number Two.

Done this 13th day of July, 2017.

ATTEST:

Art Auer  
Art Auer *DKB*  
Interim Clerk of the County Commission

Daniel K. Atwill  
Daniel K. Atwill  
Presiding Commissioner  
Fred J. Parry  
Fred J. Parry  
District I Commissioner  
Janet M. Thompson  
Janet M. Thompson  
District II Commissioner

# Boone County Purchasing

Robert Wilson  
Buyer



613 E. Ash St., Room 110  
Columbia, MO 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390

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## MEMORANDUM

TO: Boone County Commission  
FROM: Robert Wilson  
DATE: July 05, 2017  
RE: Amendment Number Two – 53-02SEP15 – *Laundrying and Dry Cleaning Services – Term and Supply*

Contract 53-02SEP15 – *Laundrying and Dry Cleaning Services – Term and Supply* approved by commission for award to Robinson's Cleaners, LLC of Columbia, Missouri on November 17, 2015, commission order 537-2015. This amendment adds the attached services and pricing for Boone County Joint Communications.

Article	Unit	Qty	Unit Price Dry Cleaning
Tactical Performance Polo - Short Sleeve	Each	1	\$3.50
Tactical Performance Polo - Long Sleeve	Each	1	\$3.50
Taclite Pro Long Sleeve Shirt	Each	1	\$3.50
Taclite Pro Short Sleeve Shirt	Each	1	\$3.50
Tactical Valiant Soft Shell Jacket	Each	1	\$7.00
Tactical Valiant Duty Jacket	Each	1	\$7.00
Proper Soft Shell Jacket	Each	1	\$7.00

Invoices will be paid from department 2701– Joint Communications, 1251 – Sheriff, and 1255 – Corrections, account 23305 – Uniform Maintenance.

cc: Chad Martin, Joint Communications  
Contract File

**CONTRACT AMENDMENT NUMBER TWO  
AGREEMENT FOR  
LAUNDERING & DRY CLEANING SERVICES**

The Purchase Agreement **53-02SEP15**, dated November 17<sup>th</sup>, 2015 made by and between Boone County, Missouri and Robinson's Cleaners, L.L.C. for and in consideration of the performance of the respective obligations of the parties set forth herein, is amended as follows:

1. Add the attached service pricing for Boone County Joint Communications

Article	Unit	Qty	Unit Price Dry Cleaning
Tactical Performance Polo - Short Sleeve	Each	1	\$3.50
Tactical Performance Polo - Long Sleeve	Each	1	\$3.50
Taclite Pro Long Sleeve Shirt	Each	1	\$3.50
Taclite Pro Short Sleeve Shirt	Each	1	\$3.50
Tactical Valiant Soft Shell Jacket	Each	1	\$7.00
Tactical Valiant Duty Jacket	Each	1	\$7.00
Proper Soft Shell Jacket	Each	1	\$7.00

2. Except as specifically amended hereunder, all other terms, conditions and provisions of the original agreement shall remain in full force and effect.

**IN WITNESS WHEREOF** the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

**Robinson's Cleaners, L.L.C.**

By: [Signature]  
Signature

By: KIT PRILL OWNER  
Printed Name/ Title

**Boone County, Missouri**

By: Boone County Commission  
[Signature]  
Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:

[Signature]  
County Counselor

ATTEST:

[Signature]  
County Clerk (INTERIM) DKB

AUDITOR CERTIFICATION: In accordance with §RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

2701/1251/1255/2901/23305 Term & Supply

[Signature]  
Signature

7/5/17  
Date

No Encumbrance Required  
Appropriation Account

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STATE OF MISSOURI

} ea.

July Session of the July Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

13th

day of

July

20

17

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the attached Erosion and Sediment Control Security Agreement and Irrevocable Letter of Credit between the County of Boone and Tompkins Homes & Development Inc.

The terms of the agreement are stipulated in the attached security agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Agreement.

Done this 13th day of July, 2017.

ATTEST:

Art Auer  
Art Auer  
Interim Clerk of the County Commission

Daniel K. Atwill  
Daniel K. Atwill  
Presiding Commissioner  
Fred J. Parry  
Fred J. Parry  
District I Commissioner  
Janet M. Thompson  
Janet M. Thompson  
District II Commissioner

## Stormwater Erosion and Sediment Control Security Agreement

Date: June 9, 2017

Developer/Owner Name: Tompkins Homes & Development  
Address: 6000 S. Hwy KK Columbia, MO 65203

ORIGINAL

Development: Rokes Bend Southwest Private Drive

This agreement is made by and between the above named developer (herein "Developer") and Boone County, Missouri, a political subdivision of the State of Missouri, through its Resource Management Department, (herein "County") and shall be effective on the above date when signed and approved by all persons listed below.

In consideration of the performance based by each party of their respective obligations described in this agreement, the parties agree to the following:

- 1. Background and Purpose of Agreement** – The Developer is the owner or authorized agent of the owner for the real estate contained within the development described above which is subject to the Boone County Stormwater Regulations. This agreement is made pursuant to Section 8.4 Performance and Guarantee, in the Stormwater Regulations of Boone County, Missouri in order to permit the Developer to disturb land on the development described above, and to assure County of the required erosion and sediment control and stormwater management. By entering into this agreement the developer is agreeing to comply with the erosion and sediment plan described below in accordance with the County Stormwater Regulations and specifications and provide to County financial security in the event the developer fails to comply with the plan, or complete the improvements within the time and manner provided for by this agreement.
- 2. Description of Improvements** – The Developer agrees to adhere to the Stormwater Pollution Prevention Plan (SWPPP) and Erosion and Sediment Control (ESC) Plans for Construction activities at Rokes Bend Southwest Private Drive. The SWPPP and ESC plan was prepared by Crockett Engineering Consultants on February 21, 2017.
- 3. Time for Completion** – The Developer agrees to complete the land disturbance activities and stabilize the site as described in the SWPPP no later than the 9th day of June 2019, and all such improvements shall pass County inspection as of this date.
- 4. Security for Performance** – To secure the Developer's performance of its obligations under this agreement, Developer hereby agrees to provide the County with security in the amount of \$21,820.14, which County may use and apply for Completion of the above described improvements in the event the Developer fails to complete the above described improvements within the time or within manner required by County under its regulations.

The Security shall be provided to County as a condition precedent to the effectiveness of this agreement in the following form:

U Irrevocable standby letter of credit, with form to be approved by County and issued to Treasurer of Boone County, Missouri

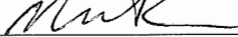
5. **Use of Security** – The Developer hereby authorizes County to use, redeem, or otherwise obtain payment as applicable, from the security described above for purposes of completing improvements required of the Developer under this agreement in the event that such improvements are not completed within the time provided for by this agreement, or any extension thereof granted by County in its discretion, or in the event such improvements are not completed in accordance with regulatory requirements or specifications imposed by County. Developer authorizes County to cash the Letter of Credit contemplated herein upon written instructions from the duly-elected and serving Treasurer of Boone County without further authorization or signature required by Developer. In the event Developer fulfills its obligations in the time and manner required by this agreement and obtains a satisfactory final inspection from the County prior to June 9, 2019, then County shall provide Developer with written proof that the requirements of this Security Agreement are satisfied and the Letter of Credit can be released to Developer. If no written proof has been provided to the financial institution issuing the Letter of Credit that Developer has complied with the requirements of this Agreement, however, then the financial institution shall, on June 9, 2019, or such extended period as mutually-agreed by the parties in writing, shall immediately transfer the balance of the Letter of Credit to the account then-designated by the Boone County Treasurer. If the total sum of the Letter of Credit is not used for completion of any necessary permit items, then the remaining balance shall be paid to Developer within thirty (30) days of completion and acceptance of any required work, along with an itemization of charges detailing the expenditures made by the County.
6. **Additional Sums Due** – In the event that the security provided herein is insufficient to complete the required improvements as determined by the County, Developer will, upon demand by the County accompanied by a detailed itemization of the requested additional sum, deposit with County such additional monies which, in the opinion of the County, will be required to complete the necessary improvements. In the event that Developer does not deposit the additional monies with the County within ten (10) days, the Developer shall be deemed in default of this Agreement.
7. **Remedies Cumulative** – Exercise or waiver by the County of any enforcement action under this Agreement does not waive or foreclose any other or subsequent enforcement action whatsoever. The County shall be entitled to its costs, including reasonable attorneys' fees, in enforcement of Developer's obligations under this Agreement.
8. **Authority of Representative Signatories** – Signatories to this agreement who execute this agreement in a representative capacity for a corporation, limited liability company or partnership, or other business entity, hereby affirmatively represent that they have obtained all resolutions or orders needed to enter in this agreement and are duly authorized to enter into this agreement and bind the parties which they represent to all terms and conditions herein.

9. **Binding Effect** – This agreement shall be binding upon the parties hereto in their respective heirs, personal representative, administrators, successors, and interest in successors in assigned offices. The County and Developer hereby accept this Agreement as a lawful and satisfactory Security Agreement.

In Witness Whereof the Developer and the County have executed this agreement to be effective on the day and year first above written.

ACKNOWLEDGED AND AGREED TO:

Developer/Owner:

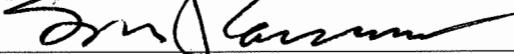
By: 

Printed Name: Mike Tompkins

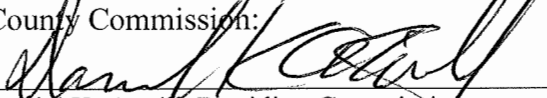
Title: President of Tompkins Homes & Development

**BOONE COUNTY, MISSOURI:**

Department of Resource Management

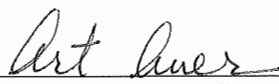


Stan Shawver, Director Resource Management

County Commission:  


Daniel K. Atwill, Presiding Commissioner

Attest:

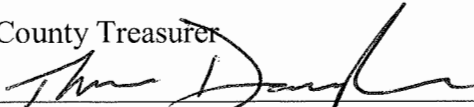
 Interim

Wendy S. Noren, Boone County Clerk

Art Auer


DKB

County Treasurer



Tom Darrough, County Treasurer

Approved as to form:



C.J. Dykhouse, County Counselor



# Central Bank of Boone County

IRREVOCABLE LETTER OF CREDIT

NO. 151886-0399

DATE: June 26, 2017

Amount: \$21,820.14

County of Boone

Attn: Director, Resource Management

801 E Walnut St, Rm. 315

Columbia, MO 65201

Ladies and Gentlemen:

We hereby authorize the County of Boone to draw on **Central Bank of Boone County** for the account of Tompkins Homes and Development, Inc., up to an aggregate amount of \$21,820.14 available by your drafts at sight. Your drafts must be accompanied by your invoice to Owner and accompanied by a Certificate for Drawing in substantially the form set out on Exhibit "A", which is attached hereto and incorporated by reference.

All drafts hereunder must be marked "Drawn under **Central Bank of Boone County** Letter of Credit #151886-0399 Dated 06/26/17."

The amount of each draft drawn under this credit must be endorsed hereon, and the presentation of each draft, if negotiated, shall be a warranty by the negotiating bank that such endorsement has been made and that documents have been forwarded as herein requested. Partial drawings are permitted. All payments under this letter of credit will be made available to you at the counters of the loan issuer or immediately by wire transfer of immediately available funds to the account(s) designated by the Boone County Treasurer.

We hereby engage with the drawers, endorsers, and bona fide holders of drafts drawn under and in compliance with the terms of this credit that the same will be duly honored on due presentation and delivery of documents as specified if presented to this bank on or before June 26, 2018, provided further that upon such expiration, either at June 26, 2018, or such extended period as contemplated herein we shall immediately transfer the balance of the maximum available credit to you at the account then-designated by the Boone County Treasurer.

This letter of credit may be extended upon presentation of an agreement to extend, executed by the Developer/Owner and the County of Boone, and presented to **Central Bank of Boone County** within the 60-day period prior to the then-effective date of expiration of this letter of credit.



Upon our receipt, from time to time, from the County of Boone, of a written reduction certificate in substantially the same form as Exhibit "B", which is attached hereto and incorporated herein by reference, we are authorized to reduce the maximum available credit hereunder by the amount stated in such certificate, any such reduction to be effective only at our close of business on the date which we receive said written reduction certificate.

This letter of credit sets forth in full our undertaking, and such undertaking shall not in any way be modified, amended, amplified, or limited by reference to any document, instrument or agreement referred to herein, except that Exhibit "A" and Exhibit "B" attached hereto are incorporated herein by reference as an integral part of this letter of credit.

Except as expressly provided herein, this credit is subject to the Uniform Customs and Practice for Documentary Credits (1993 revision), The International Chamber of Commerce Publication #500.

Sincerely yours,

By:  \_\_\_\_\_  
Austin Gaughan, Loan Officer

Exhibit "A"  
To Letter of Credit  
Form of Certificate for Drawing

Boone County, Missouri letterhead

\*\*\*Date\*\*\*

**Central Bank of Boone County**  
**720 E. Broadway**  
**Columbia, MO 65201**  
**Attention: Austin Gaughan, Commercial Banking Officer**

Re: **Central Bank of Boone County** Letter of Credit No.: **151886-0399**  
Dated: 06/26/17  
In Favor of Boone County, Missouri on behalf of **Tompkins Homes and Development Inc.**

Gentlemen:

The undersigned, a duly authorized official of County of Boone, Missouri (the "Beneficiary"), hereby certifies to **Central Bank of Boone County** (the "Bank"), with reference to Irrevocable Letter of Credit No. **151886-0399** (the "Letter of Credit"; any capitalized terms used herein and not defined shall have their respective meanings as set forth in the said Letter of Credit) issued by the Bank in favor of the Beneficiary, that:

1. The Account Party has failed to complete all improvements or fulfill all obligations required by the Subdivision Regulations, Stormwater regulations, or other applicable rules and regulations of the County of Boone.
2. A draft in the sum of \$\_\_\_\_\_ as requested by this Certificate is not in excess of the Maximum Available Credit under the Letter of Credit and shall result in a reduction of the Maximum Available Credit under the Letter of Credit.

Transfer the funds as stated above to the credit of the Boone County, Missouri to the following account, as instructed by the Boone County Treasurer: [INSERT BANK Account #\_\_\_\_\_], Attention: Boone County Treasurer.

IN WITNESS WHEREOF, the Beneficiary has executed and delivered this certificate this \_\_\_\_\_ day of \_\_\_\_\_.

BOONE COUNTY, MISSOURI

By: \_\_\_\_\_  
Presiding Commissioner

APPROVED BY:

  
\_\_\_\_\_  
Stan Shawver, Director Resource Management

Attest:

\_\_\_\_\_  
Wendy S. Noren, Boone County Clerk  
Commission Order: \_\_\_\_\_

Exhibit "B"  
To Letter of Credit  
Form of Reduction Certificate

Boone County, Missouri letterhead

\*\*\*Date\*\*\*

**Central Bank of Boone County**  
**720 E. Broadway**  
**Columbia, MO 65201**  
**Attention: Austin Gaughan, Commercial Banking Officer**

Re: **Central Bank of Boone County** Letter of Credit No.: **151886-0399**  
Dated: 06/26/17  
In Favor of Boone County, Missouri on behalf of **Tompkins Homes and Development Inc.**

Gentlemen:

This certificate authorizes reduction in the amount of \$\_\_\_\_\_ of the above letter of credit. The remaining maximum available credit for this letter of credit is \$\_\_\_\_\_.

BOONE COUNTY, MISSOURI

By: \_\_\_\_\_  
Presiding Commissioner

APPROVED BY:

  
\_\_\_\_\_  
Stan Shawver, Director, Planning & Building

Attest:

\_\_\_\_\_  
Wendy S. Noren, Boone County Clerk

Commission Order: \_\_\_\_\_

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

July Session of the July Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

13th

day of

July

20

17

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize leave without pay pursuant to Section 5.7 of the Boone County Personnel Policies for position 842, Emergency Telecommunicator Trainee, through September 17, 2017.

Done this 13th day of July, 2017.

ATTEST:

Art Auer  
Art Auer *DKB*  
Interim Clerk of the County Commission

Daniel K. Atwill  
Daniel K. Atwill  
Presiding Commissioner

Fred J. Parry  
Fred J. Parry  
District I Commissioner

Janet M. Thompson  
Janet M. Thompson  
District II Commissioner

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

July Session of the January Adjourned

Term. 2017

County of Boone

13th

July

17

In the County Commission of said county, on the

day of

20

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve, the following recommendation from the Job Classification Committee:

Rename classification Detention Support Officer (class code 403400) to Control Room Officer and increase the pay range for the position from Range 23 to Range 28.

Increase the pay range of Lead Custodian (class code 305100) from Range 20 to Range 25, effective on January 1, 2018

Done this 13th day of July, 2017

ATTEST:

Art Auer  
Art Auer *DKB*  
Interim Clerk of the County Commission

Daniel K. Atwill

Daniel K. Atwill  
Presiding Commissioner

Fred J. Parry

Fred J. Parry  
District I Commissioner

Janet M. Thompson

Janet M. Thompson  
District II Commissioner

# Boone County Human Resources

Jenna Redel  
Director, Human Resources  
and Risk Management



613 E. Ash Street  
Columbia, MO 65201  
Phone: (573) 886-4405  
Fax: (573) 886-4444

July 13, 2017

## Recommendations from Job Classification Committee

The Job Classification Committee reviewed two positions remotely on July 5, 2017. The Committee discussed a request for a title and range change for the Corrections Support Officer position and a range change request for the Lead Custodian position. The Committee voted to bring forward the following recommendation:

**Rename classification Detention Support Officer (class code 403400) to Control Room Officer and increase the pay range for the position from Range 23 to Range 28.**

The Sheriff's Department intends to convert multiple positions currently classified as Detention Officer (Range 32) to Control Room Officer (Range 28).

The job description for the position is attached hereto.

**Increase the pay range of Lead Custodian (class code 305100) from Range 20 to Range 25, effective on January 1, 2018.**

The job description for the position is attached hereto.

Best Regards,

Jenna Redel



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Control Room Officer</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Detention Sergeant</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>07/17</u>
<b>DEPARTMENT:</b> <u>Detention</u>	<b>JOB CODE:</b> <u>400</u>	

### DEFINITIONS:

Work is performed under supervision of the Detention Sergeant. Employee will observe and document all detainee movement; Control housing unit, cell, and hallway doors, communicate with detainees via the intercom and kiosks. Responds to detainee questions and issues and observes staff while in the housing and pod areas to ensure their safety and the security of the facility.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Receives pass-along information and assumes control from previous shift; performs required key, equipment and restraint checks multiple times through shift and documents such in computer system; runs necessary daily computer reports to determine detainee movement; reads daily incident reports; writes complete, clear, and concise detainee incident reports pertaining to detainee disturbances, medical emergencies, contraband items and rule violation incidents.

Assists roving officers in multiple detainee counts and documents counts; writes facility maintenance reports pertaining to equipment failure, security breaches or any related problems; prepares daily court dockets and required court paperwork; updates arrest charges as filed by the on-call prosecutor and judges.

Supervises detainee activity from the control room; monitors and documents detainee movement during activities and programs; observes Detention Officers, medical staff and other facility personnel during detainee contact and interaction; monitors facility intercom

system, housing unit, and facility camera system in conjunction with 2-way radio communications.

Processes detainees into and out of the facility system; ensures all bond, charge and court date computer entries are accurate; ensures detainee is clear through law enforcement warrant system before releasing; processes visitors for visitation; supervises visitation; monitors personal and telephone contact with law enforcement personnel, agencies, judges, attorneys, probation and parole staff, and facility program representatives.

Answers inquiries from public and detainees regarding bonds, charges, court information, visitation and property procedures, medical questions, etc.; receives, releases, and documents all detainee property; documents cash money and property received during booking process; secures money in safe drop box.

Operates computerized security doors; notifies appropriate emergency personnel in situations requiring outside department emergency personnel; notifies officers or requests assistance in situation that requires the presence of Detention Officers; issues detainee discipline in accordance with policy and procedures governing detainee violations of facility rules and regulations.

### **KNOWLEDGE & SKILLS**

1. Good knowledge of the principles and practices of detention facilities.
2. Good knowledge of the layout of the Boone County Detention Facility (BCADF).
3. Good knowledge of the policies and practices of the BCADF.
4. Good knowledge of the criminal justice system in the State of Missouri.
5. Good knowledge of the court system in the State of Missouri.
6. Good knowledge of Missouri State Statutes, along with the knowledge of the arresting officer's paperwork.
7. Skills in communicating with people of different social, economic, and ethnic, backgrounds.
8. Skills in communication with people under temporary or prolonged emotional distress.
9. Skills in maintaining objectivity and confidentiality in dealing with detainees.
10. Skills in writing reports and correspondence.
11. Strong multitasking skills, along with the ability to prioritize tasks are required.
12. Considerable knowledge of the methods and procedures of detention facilities.
13. Considerable knowledge of the policies and procedures pertaining to Boone County Detention Facility and the user agencies.
14. General knowledge of telephone, radio, and computer equipment to assist with troubleshooting problems.
15. Skills in operating telephone switching equipment and radio equipment.
16. Skills in typing quickly and accurately and operating a personal computer and its related software.
17. Ability to deal tactfully and courteously with the public and City and County officials.
18. Ability to truthfully testify in court.



19. Ability to function efficiently under stress, temporary and prolonged, and handle several functions simultaneously.
20. Ability to monitor, both visually and auditorily, of suicidal or segregated detainees.
21. Ability to increase work pace with an increased work load.
22. Ability to receive and relay information accurately.
23. Ability to speak clearly, concisely, and accurately over radio and telephone equipment.
24. Ability to use good judgement in the analysis of problems.
25. Ability to write clearly and concisely.
26. Ability to work unscheduled overtime.
27. Ability to be on call several times each year.
28. Excellent work history and attendance record.
29. Knowledge of BCADF written directives, SOP/SOG's and Operations Manual.
30. Knowledge of BCADF performance management and process tools.
31. Knowledge of legal concepts and risk assessment.
32. Knowledge of staffing and scheduling procedures.
33. Knowledge of supervision and leadership concepts and principles.
34. Knowledge of Detention Support Officer job duties.
35. Knowledge of workplace culture.
36. Knowledge of BCADF defined protocols
37. Ability to provide and document verbal and written feedback.
38. Ability to complete training logs.
39. Ability to identify and document remedial training needs.
40. Ability to provide individualized instruction to a trainee.
41. Ability to use multiple teaching methods and instructional techniques to meet the specific needs of a trainee. These methods may include identifying learning style preferences, multiple intelligences, generational learning factors, etc.
42. Ability to provide instruction on equipment and technology.
43. Ability to maintain a thorough working knowledge of the agency's policies, practices, operational activities, and Detention Support Officer skill sets.
44. Ability to provide instruction on equipment and technology.
45. Ability to establish a written training plan to meet goals, objectives, and benchmarks established by the Agency as needed.
46. Ability to evaluate and document a trainee's practical application of skills.
47. Ability to provide learning materials. These materials may include training or equipment manuals, Agency's written directives, handouts, etc.
48. Knowledge of agency's resources and capabilities, including location of public safety – service buildings, apparatus and equipment and facilities, and emergency planning documents.
49. Basic knowledge of effective interpersonal communication skills, accreditation and/or certification processes, leadership qualities and adult learning principles.
50. Has the knowledge and understanding of the opportunity of all employees to participate in such programs as listed: Employee Assistance Program (EAP,) Critical Incident Stress Management (CISM)/Critical Incident Stress Debriefing (CISD,) Health and Wellness Programs, and Stress Management techniques.
51. Has the knowledge and understands the safety requirement of the position as required by the agency and appropriate state regulations.

52. Has training in applicable local, county, state, and federal programs, particularly in emergency management, disaster events, threat notification, mutual aid/mutual response procedures and homeland security information.
53. Has the knowledge and understands the agency's mission and can demonstrate the same by articulating their duties within the organization toward accomplishment of the mission.
54. Ability to articulate formal and informal values that support detention facility professionalism.
55. Ability to articulate the agency expectations of professional conduct.
56. Demonstrates ethical behavior for which he/she has a direct responsibility and can articulate the importance of ethical behavior by all employees.
57. Projects a positive attitude, demonstrating effective problem solving, reiterating the mission and values of the agency, and modeling positive behavior.
58. Has the knowledge and understands the agency guidelines for handling sensitive information for which confidentiality is required and/or expected.
59. Has thorough knowledge of the agency practices and training programs.
60. Ability to provide individualized instruction by: Identifying common agency reference materials; Selecting appropriate instructional techniques.
61. Encourages effective teamwork to accomplish the mission of the agency. Teamwork relies on mutual respect, a good work ethic, and doing what it takes to get the job done without complaint.
62. Refrains from gossip. Working constructively with other employees and not engaging in destructive rumors or gossip.
63. Ability to resolve conflicts effectively using appropriate conflict resolution models and other available resources.
64. Ability to provide effective verbal feedback.
65. Ability to use objective language to describe observations of Detention Support Officer trainee performance and behavior.

**QUALIFICATIONS:**

High school diploma or equivalent and one year of work experience; or any combination of education and experience which would provide the equivalent knowledge, skills, and abilities. Must possess and maintain a valid Missouri driver's license. Must have the ability to work varying assigned shifts, unscheduled overtime, weekends, and holidays. Must possess a clear criminal history.

**NOTE: A criminal background check including a national fingerprint check through law enforcement agencies and a drug test will be conducted on all successful applicants prior to their being appointed to this position.**

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Lead Custodian</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Manager, Facilities Maintenance</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>07/17</u>
<b>DEPARTMENT:</b> <u>Housekeeping</u>	<b>JOB CODE:</b> <u>803</u>	

**SUMMARY:**

Under general supervision, schedules, supervises and coordinates the activities of employees that clean and maintain County buildings, and performs cleaning tasks to maintain schedules and assist staff.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Supervises employees in the Housekeeping Department; interviews and assists in the hiring of new employees; trains employees and provides instructions and “on-the-job” training to staff; inspects completed work for conformance to standards; resolves workers’ problems or refers matters to Supervisor; records employees’ hours worked on timecards or time sheets.

Cleans and polishes lighting fixtures, marble surfaces, and trim; cleans rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, locker rooms, and other work areas; sweeps, scrubs, waxes, and polishes hard floors; vacuums rugs, carpets, upholstered furniture and draperies; dusts furniture and equipment; polishes metalwork; washes walls, woodwork, windows, door panels, and sills; empties wastebaskets and cleans ashtrays.

Transports trash to waste disposal area; replenishes bathroom supplies and replaces light bulbs.

Maintains custodial reports, time sheets, and inventories of supplies.

**KNOWLEDGE AND SKILLS:**

1. Advanced knowledge of cleaning processes and techniques.
2. Advanced knowledge of scheduling and supervisory approaches and techniques.
3. Advanced knowledge of Boone County Human Resources policies and procedures
4. Advanced knowledge of safety rules governing the use of equipment and hazardous materials.
5. Advanced skill in custodial cleaning techniques.
6. Advanced skill in operating cleaning equipment and supplies.
7. Advanced skill in organizing and scheduling work.

**PHYSICAL DEMANDS:**

Position requires FREQUENT talking and hearing. Must be able to grasp, push, stand, walk, reach with hands/arms, stoop, kneel, crouch, crawl, climb/balance, operate mechanical equipment, and move up and down from/to sitting position on the floor. Must be able to perform heavy manual labor, including bending, stooping, reaching, feeling attributes of objects, grasping, pushing, driving, climbing/balancing, and operating mechanical equipment. Must be able to have repetitive wrist, hand, or finger movement. Must be able to stand and walk for extended for periods of time. Must be able to lift 50 pounds. Must have clarity of vision to inspect areas for cleaning.

**WORK ENVIRONMENT:**

May be exposed to wet/humid conditions, inclement outdoor weather, extreme temperatures, oils, airborne particles/fumes, moving mechanical parts, potentially hazardous bodily fluids, or potentially hazardous or cancer-causing agents/chemicals. Exposed to moderate noise levels.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED and three years custodial and supervisory experience.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)