

# CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

January Session of the November Adjourned Term. 20 01

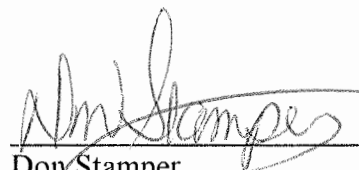
STATE OF MISSOURI }  
County of Boone } ea.

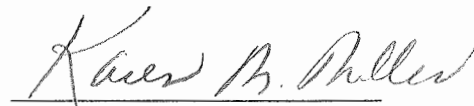
In the County Commission of said county, on the 16<sup>th</sup> day of January 20 01

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

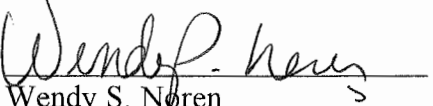
Now on this day the County Commission of the County of Boone does hereby accept the Job Classification Committee's recommendation of a pay range 29 for the Facilities Maintenance Manager position.

Done this 16<sup>th</sup> day of January, 2001.

  
Don Stamper  
Presiding Commissioner

  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner

ATTEST:  
  
Wendy S. Noren  
Clerk of the County Commission

# Boone County Human Resources

**BETTY DICKNEITE**  
Director  
Human Resources



601 E. Walnut-2nd Floor  
Columbia, MO 65201  
(573) 886-4395

## MEMORANDUM

**TO:** Don Stamper, Presiding Commissioner  
Karen Miller, Associate Commissioner  
Skip Elkin, Associate Commissioner

**FROM:** Betty A. Dickneite, Chairperson *Betty*  
Job Classification Committee

**SUBJECT:** JOB CLASSIFICATION COMMITTEE'S RECOMMENDATION

**DATE:** January 12, 2001

This memo is to confirm that the Job Classification Committee met on January 12, 2001 and reviewed the attached job descriptions for Manager, Facilities Maintenance and Supervisor, Facilities Maintenance. **The Job Classification Committee supported pay range 29 for the Manager, Facilities Maintenance and pay range 24 for the Supervisor, Facilities Maintenance.**

Should you have any questions, please feel free to contact me.

Attachments (Proposed Job Descriptions)

Cc: Job Classification Committee Members (T. Boehm, J. Pitchford, D. Stamper, B. Johnson)  
County Clerk's Office (Melanie Stapleton)  
David Mink, Director, Public Works

**Boone County  
Job Description**

**Job Title: Manager, Facilities Maintenance**

<b>Exempt (Y/N):</b> Yes	<b>Job Code:</b>
<b>Salary Level:</b> Range 29	<b>DOT Code:</b>
<b>Shift:</b> Monday – Friday	<b>Division:</b> Facilities Maintenance
<b>Location:</b> Johnson Building	<b>Department:</b> Public Works
<b>Employee Name:</b>	<b>Supervisor:</b> Director of Public Works
<b>Prepared By:</b> David Mink	<b>Date:</b> December 28, 2000
<b>Approved By:</b>	

**Summary:** Plans, develops, organizes, manages, and administers maintenance and operation of public buildings and grounds. Supervises, through subordinate supervisors, technical and housekeeping staff engaged in maintaining, repairing, and housekeeping of the County Buildings. Develops preventative maintenance programs for county properties. Prepares and administers Division budget. Administers contracts and agreements for public building services. Ensures compliance with federal, state, and local laws, statues, and ordinances. Responds to service requests and provides advice regarding public facilities and coordinates Division works with other County departments.

**Essential Duties and Responsibilities include the following:  
(Other duties may be assigned)**

1. Administers Facilities Maintenance Division. Plans, develops, and implements goals, objectives, policies, priorities, and procedures.
2. Supervises and evaluates subordinates. Instructs personnel verbally and in writing as needed of tasks to be completed. Reviews applications of and interviews prospective employees, selects candidates to fill vacant positions. Completes work plans and sets division goals and standards of performance. Inspects finished projects to facilitate evaluation of employee's performance. Conducts performance appraisals, handles disciplinary and developmental needs, and makes recommendations for merit increases and promotions. Establish or adjust work schedules and procedures to meet goals. Evaluate work conditions and recommend changes in conditions, procedures, and equipment to improve efficiency and safety. Coordinate division safety program.
3. Prepares proposed budget based upon needs of division within established guidelines. Submits proposed budget for approval. Administers the division operating and capital budgets. Approves and processes purchases within adopted policies and procedures.
4. Develops and administers contracts and agreements for services and materials in coordination with Purchasing Department. Prepares bid specifications and other

agreements for Purchasing Department administration. Provides project administration to ensure services rendered are adequate.

5. Coordinates and supervises divisional programs with other County departments. Receives and records work requests from other departments and determines action to be taken. Prioritizes all projects and coordinates projects with department. Inspects each project for compliance with plans. Division programs and projects may include activities such as general electrical, plumbing, carpentry, HVAC, painting, masonry repairs, drywall repairs or minor installation, woodwork, building furnishings, housekeeping, grounds maintenance including snow removal from sidewalks and parking lots associated with public buildings. Supervises contracted janitorial services, coordinates private contractors and service companies and inspects work. Maintains contact with contractors and service companies.
6. Develops preventative maintenance, and energy conservation programs for facilities and equipment based on service records, visual inspection, and mental assessment. Conducts periodic inspection of County buildings and equipment and develops short and long-range work plans and planned replacement schedules. Maintains certificates, permits, and inspection documents as required.
7. Ensures compliance with federal, state, and local laws and regulations and policies. Maintains an understanding of codes, laws, statutes, and ordinances that could impact the public buildings division. Inspects County facilities for compliance and proposes policies and procedures to ensure continuing compliance.
8. Acts in an advisory capacity to elected and appointed officials on matters relating to public buildings. Facilitates the Facilities Advisory Committee. Makes presentations to County Commission as required.
9. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors, and any other persons or organization with whom interaction is required to accomplish work and employer goals.
10. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time.

**Secondary Responsibilities:**

1. Perform hands-on tasks related to plumbing, electrical systems, carpentry, and HVAC systems.

**Supervisory Responsibilities:**

**Direct**

- Supervisor, Facility Maintenance
- Supervisor, Housekeeping
- Administrative Coordinator

**Indirect**

- Maintenance Engineer I & II (3)
- Painter (1)
- Custodians (6)

**General Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education & Special License (s) / Certifications:**

Bachelor's degree in business, engineering, or similar discipline with additional advanced training and/or college courses in inspection, heating, venting, and air conditioning (HVAC), plumbing, electrical, and carpentry or additional equivalent experience. Prefer National Association of Power Engineers (N.A.P.E.) Class 3 license. Must possess appropriate valid driver's license and must maintain an insurable driving record.

**Experience:**

Minimum of five years of increasingly responsible building maintenance and management experience including electrical, plumbing, HVAC, carpentry, painting and contract administration of which at least three years are in a lead or supervisory capacity.

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fraction, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Computer Skills:**

Must be proficient with word processing and spreadsheet applications. Must be able to utilize customer request tracking software and project scheduling applications.

**Reasoning Ability:**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Must possess the ability to deal with problems involving several concrete variables in standardized situations.

**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 the 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 and fingers to handle or feel objects, tools, or controls, see, talk and hear. The employee frequently is required to sit, stand, walk, and reach with hands and arms and drive a vehicle. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include color vision.

**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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, high and low temperatures, fumes or airborne particles, risk of electrical shock, and vibration.

The noise level in the work environment is usually low to moderate.

# CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

January Session of the November Adjourned Term. 20 01

STATE OF MISSOURI }  
County of Boone } ea.

In the County Commission of said county, on the 16<sup>th</sup> day of January 20 01

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

Now on this day the County Commission of the County of Boone does hereby accept the Job Classification Committee's recommendation of a pay range 24 for the Facilities Maintenance Supervisor position.

Done this 16<sup>th</sup> day of January, 2001.

ATTEST:

Wendy S. Noren  
Wendy S. Noren  
Clerk of the County Commission

Don Stamper  
Don Stamper  
Presiding Commissioner

Karen M. Miller  
Karen M. Miller  
District I Commissioner

Skip Elkin  
Skip Elkin  
District II Commissioner

# Boone County Human Resources

**BETTY DICKNEITE**  
Director  
Human Resources



601 E. Walnut-2nd Floor  
Columbia, MO 65201  
(573) 886-4395

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## MEMORANDUM

**TO:** Don Stamper, Presiding Commissioner  
Karen Miller, Associate Commissioner  
Skip Elkin, Associate Commissioner

**FROM:** Betty A. Dickneite, Chairperson *Betty*  
Job Classification Committee

**SUBJECT:** JOB CLASSIFICATION COMMITTEE'S RECOMMENDATION

**DATE:** January 12, 2001

This memo is to confirm that the Job Classification Committee met on January 12, 2001 and reviewed the attached job descriptions for Manager, Facilities Maintenance and Supervisor, Facilities Maintenance. **The Job Classification Committee supported pay range 29 for the Manager, Facilities Maintenance and pay range 24 for the Supervisor, Facilities Maintenance.**

Should you have any questions, please feel free to contact me.

Attachments (Proposed Job Descriptions)

Cc: Job Classification Committee Members (T. Boehm, J. Pitchford, D. Stamper, B. Johnson)  
County Clerk's Office (Melanie Stapleton)  
David Mink, Director, Public Works



**Boone County  
Job Description**

**Job Title: Supervisor, Facilities Maintenance**

<b>Exempt (Y/N):</b> No	<b>Job Code:</b>
<b>Salary Level:</b> Range 24	<b>DOT Code:</b>
<b>Shift:</b> Monday – Friday	<b>Division:</b> Facilities Maintenance
<b>Location:</b> North Maintenance	<b>Department:</b> Public Works
<b>Employee Name:</b> Chuck Nichols	<b>Supervisor:</b> Manager, Facilities Maintenance
<b>Prepared By:</b> David Mink	<b>Date:</b> December 28, 2000
<b>Approved By:</b>	

**Summary:** Supervises and trains technical staff responsible for general up keeping and repair of buildings. Performs skilled labor to repair and maintain County building and equipment including heating, ventilation, and air conditioning systems (HVAC).

**Essential Duties and Responsibilities include the following:  
(Other duties may be assigned)**

1. Supervises building maintenance personnel. Prioritizes and assigns daily tasks in coordination with various needs of County departments. Orders parts, equipment, and supplies. Inspects completed work for conformance to standards. Trains personnel in safety, proper equipment use, and general work procedures. Assesses skills to aid in development. Assists Manager of Facilities Maintenance with hiring of new employees, performance appraisal reviews, resolution of employee problems and disciplinary actions. Serves as acting Manager in the absence of the manager.
2. Coordinates work conducted by private contractors. Meets with contractors at work sites, discusses and reviews work. Inspects finished work of contractors for quality and completeness.
3. Inspect, maintain, and repair heating, ventilation, and air conditioning (HVAC) equipment for county buildings. Repair hot water boilers, liquid chiller units, compressors, power generators, and kitchen equipment. Repair temperature control systems and air balance. Diagnose machine operation problems. Dismantle defective machines and equipment and install new or repaired parts. Install and repair electrical apparatus, wiring and electrical components of machinery and equipment. Clean and lubricate shafts, bearings, gears, and other parts of machinery as needed. Change filters on schedule.
4. Lay out, assemble, install, and maintain pipe systems and related hydraulic and pneumatic equipment; repair and replace gauges, valves, pressure regulators, and related equipment.

Job Title: Supervisor, Facilities Maintenance

5. Install and replace electrical components including breakers, outlets, light fixtures, light switches, receptacles, and wiring.
6. Install CCTV cameras, cable, and computer cable.
7. Repair and maintain plumbing systems including pipes, valves, toilets, sinks, water heaters, and water softeners.
8. Perform carpentry work. Build wall partitions, paint and repair drywall. Repair or set up building furniture. Perform masonry repairs.
9. Set up and operate machine tools. Operate cutting torch and welding equipment.
10. Performs ground maintenance activities including planting, mowing, trimming, and raking. Performs snow removal from County parking lots and sidewalks.
11. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors, and any other persons or organization with whom interaction is required to accomplish work and employer goals.
12. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time.

**Secondary Responsibilities:**

**Supervisory Responsibilities:**

Direct

- Maintenance Engineer I & II (3)
- Painter (1)

**General Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education & Special License (s) / Certifications:**

Basic education with additional advanced training and/or college courses in inspection, heating, venting, and air conditioning (HVAC), plumbing, electrical, and carpentry or

additional equivalent experience. Must acquire and maintain a National Association of Power Engineers (N.A.P.E.) Class 3 license and a Refrigerant Transition and Recovery Certification. Must possess appropriate valid driver's license and must maintain an insurable driving record.

**Experience:**

Minimum of five years of increasingly responsible building maintenance experience including electrical, plumbing, HVAC, carpentry, painting and contract administration of which at least one year is in a lead or supervisory capacity.

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fraction, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Must possess the ability to deal with problems involving several concrete variables in standardized situations.

**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 the 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 and fingers to handle or feel objects, tools, or controls, see, talk and hear. The employee frequently is required to, stand, walk, and reach with hands and arms and drive a vehicle. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include color vision.

**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.

Job Title: Supervisor, Facilities Maintenance

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, high and low temperatures, fumes or airborne particles, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate to high.

# CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

January Session of the November Adjourned Term. 20 01

STATE OF MISSOURI

} ea.

County of Boone

In the County Commission of said county, on the

16<sup>th</sup>

day of

January

20 01

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

Now on this day the County Commission of the County of Boone does hereby authorize the use of the back half of Rm 139 for the placement of a plotter/scanner, a device shared by the GIS Department, Assessor's Office, and Recorder of Deeds Office.

Done this 16<sup>th</sup> day of January, 2001.

ATTEST:

Wendy S. Noren  
Wendy S. Noren  
Clerk of the County Commission

Don Stamper  
Don Stamper  
Presiding Commissioner

Karen M. Miller  
Karen M. Miller  
District I Commissioner

Skip Elkin  
Skip Elkin  
District II Commissioner

**CERTIFIED COPY OF ORDER**

(Rev. Stat. Sec. 2321.)

January Session of the November Adjourned Term. 20 01

STATE OF MISSOURI

} ea.

County of Boone

In the County Commission of said county, on the

16<sup>th</sup>

day of

January

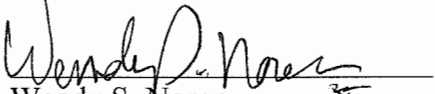
20 01


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

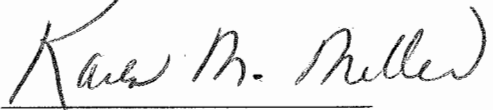
Now on this day the County Commission of the County of Boone does hereby authorize a closed meeting immediately following the regularly scheduled meeting at 9:30 a.m. on Tuesday, January 16, 2001 in the Roger B. Wilson Government Center Commission Chambers at 801 E. Walnut, Columbia, Missouri. The tentative agenda for the meeting includes a discussion on the leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal the consideration therefor pursuant to Section 610.021 (2) and the hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded pursuant to Section 610.021 (3) RSMo.

Done this 16<sup>th</sup> day of January, 2001.

ATTEST:

  
 Wendy S. Noren  
 Clerk of the County Commission

  
 Don Stamper  
 Presiding Commissioner

  
 Karen M. Miller  
 District I Commissioner

  
 Skip Elkin  
 District II Commissioner

# CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

January Session of the November Adjourned Term. 20 01

STATE OF MISSOURI

} ea.

County of Boone

In the County Commission of said county, on the

16<sup>th</sup> day of January 20 01

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

Now on this day the County Commission of the County of Boone does hereby authorize the Regional Aids Interfaith Network to use the Courthouse Grounds on April 22, 2001 from 12pm until 7pm to hold their Annual Salute to Life Walk.

Done this 16<sup>th</sup> day of January, 2001.

ATTEST:

Wendy S. Noren  
Wendy S. Noren  
Clerk of the County Commission

Don Stamper  
Don Stamper  
Presiding Commissioner

Karen M. Miller  
Karen M. Miller  
District I Commissioner

Skip Elkin  
Skip Elkin  
District II Commissioner

*Comm agenda*

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Don Stamper, Presiding Commissioner  
Karen M. Miller, District I Commissioner  
Linda Vogt, District II Commissioner



JAN 11 2001  
Boone County Government Center  
801 East Walnut Room 245  
Columbia, MO 65201-7732  
Boone County Commission  
573-886-4305 • FAX 573-886-4311

# Boone County Commission

## APPLICATION FOR PERMIT FOR ORGANIZATION USE OF BOONE COUNTY COURTHOUSE GROUNDS

The undersigned organization hereby applies for a permit to use the Boone County Courthouse grounds as follows:

Description of Use: *Annual Salute to life walk, starting ending point, with speakers, for R.A.I.N.*

Date(s) of Use: *April 22, 2001*

Time of Use: From: *12:00 (NOON)* a.m./p.m. thru *7:00* a.m./p.m.

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To notify the Columbia Police Department and Boone County Sheriff's Department of time and place of use and abide by all applicable laws and ordinances in using the Courthouse grounds.
2. To remove all trash or other debris which may be deposited on the Courthouse grounds by participants in the organizational use.
3. To repair or replace or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of Courthouse grounds.
4. To conduct its use of Courthouse grounds in such a manner as to not unreasonably interfere with normal Courthouse functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participation in or attending the organizational use on the Courthouse grounds as specified in this application.

Name of Organization: *Regional Aids Interfaith Network*

Organization Representative/Title: *Teresa Goshin Exec. Director Melody Booth Exec Assist.*

Phone Number: *573-875-8687*

Date of Application: *1-11-01*

## PERMIT FOR ORGANIZATIONAL USE OF COURTHOUSE GROUNDS

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

*Wendy P. Hill*  
Clerk

BOONE COUNTY, MISSOURI

*Don Stamper*  
Commissioner

DATE: *1/16/01*