

REVISED AGENDA
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
July 10, 2018
8:30 A.M.

1. **EXECUTIVE SESSION under the authority of ORS 192.660**
 - A. (2)(e) Real Property Transactions
 - B. (2)(h) Consultation with Counsel

2. **PLEDGE OF ALLEGIANCE**
CITIZEN COMMENTS (agenda items or general comments) – limited to 3 minutes per person- scheduled to begin at 9:30 AM

3. **DEPARTMENT HEADS**
 - A. Request Approval to Create Additional MHS II Position/ Post/Advertise & Fill- Coos Health & Wellness (CHW)
 - B. Request Approval to Create Additional MHS III Position/ Post/Advertise & Fill- CHW
 - C. Request Approval of Revised Job Descriptions & Pay Grades for Various Positions in Public Health- CHW
 - D. Request Approval of Revised Job Description & Pay Grade for WIC Coordinator- CHW
 - E. Request Approval of Revised Job Description & Pay Grade/Post & Fill PH Emergency Preparedness Program Manager Position- CHW
 - F. Request Approval of 2018/19 Court Security Expenditure Plan- State Courts
 - G. Request Approval of Marine Board Contract & Authorize Sheriff to Sign- Sheriff
 - H. Request Approval of Resolution Adopting Emergency Findings, Approval Contract for eForce Records Management & Authorize Chair to Sign- Sheriff
 - I. Request Approval to Purchase Canine- Sheriff
 - J. Request Approval to Purchase Canine Training- Sheriff
 - K. Request Approval of Contract with Helion Software & Adopt Sole Source Findings- Tax/Assessor
 - L. Request Approval of Recommended Charge for Predator Damage Control District- County Counsel
 - M. Request Approval of Wildlife Services Cooperative Service Agreement/Work Plan/Financial Plan- Finance
 - N. Request Authorization to do Foreclosure Lien Searches- Finance/Tax
 - O. Request Approval of Order Designating Newspaper for Annual Foreclosure List- Finance/Tax
 - P. Request Approval of Telephone System Upgrade & Adopt Sole Source Findings- Information Technology (IT)

4. **CONSENT CALENDAR- administrative matters not up for discussion**
 - A. **Approval of Minutes**
 - Worksession- Trasker Lane- May 29, 2018
 - Worksession- Coos County Beekeepers- May 29, 2018
 - Executive Session (2)(d)(f)- May 30, 2018
 - Worksession- BLM Updates- May 30, 2018

This agenda does not limit the ability of the Commissioners to consider additional subjects. The Board reserves the right to place a time limit on public testimony on any matter. The meeting place is handicapped accessible; if special accommodation is needed, please contact the office at least 24 prior to the meeting.

Worksession- Land Agent Position- June 18, 2018

Regular Meeting Minutes- June 19, 2018

Joint Workgroup Minutes- June 26, 2018

B. Orders & Resolutions

Order 18-07-044C, In the Matter of Appointing Jeff Miller to the Forest Advisory Committee

Order 18-07-045C, In the Matter of Reappointing Gary Haga and Tristan Huff to the Forest Advisory Committee

Order 18-07-049C, In the Matter of Appointing Terence O'Connor to the CCD Business Development Corp Board of Directors

Resolution 18-07-096P, In the Matter of a Pay Grade Adjustment Effective July 1, 2018

Resolution 18-07-097P, In the Matter of Granting a Salary Merit Step Increase for Dezeri Royce Effective July 1, 2018

Resolution 18-07-098P, In the Matter of a Contract Salary Adjustment for Coos County Prosecuting Attorneys Association Employees Effective July 1, 2018

Resolution 18-07-099P, In the Matter of a Contract Salary Adjustment for Teamsters Local #2016 Solid Waste Department Employees on the Coos County Payroll Effective July 1, 2018

Resolution 18-07-100P, In the Matter of a Cost of Living Adjustment for Non-Union Employees on the Coos County Payroll Effective July 1, 2018

Resolution 18-07-101P, In the Matter of a Contract Salary Adjustment for Coos County Chapter of the Federation of Oregon Parole & Probation Officers on the Coos County Payroll Effective July 1, 2018

Resolution 18-07-102P, In the Matter of a Contract Salary Adjustment for Teamsters Local #223 Road Department Employees on the Coos County Payroll Effective July 1, 2018

Resolution 18-07-103P, In the Matter of a Contract Salary Adjustment for Oregon Nurses Association Employees on the Coos County Payroll Effective July 1, 2018

Resolution 18-07-104P, In the Matter of a Contract Salary Adjustment for Coos Association of Deputy Sheriff's on the Coos County Payroll Effective July 1, 2018

Resolution 18-07-105P, In the Matter of a Contract Salary Adjustment for American Federation of State, County and Municipal Employees on the Coos County Payroll Effective July 1, 2018

Resolution 18-07-106P, In the Matter of a Salary Increase for the Coos County Sheriff Effective April 1, 2018 and July 1, 2018

Resolution 18-07-107P, In the Matter of a Salary Adjustment Due to Certification for Joshua Mullings Effective Retroactive to June 1, 2018

Resolution 18-07-108P, In the Matter of Granting Salary Merit Step Increases for Various Coos County Employees Effective July 1, 2018

C. Items Previously Approved (authorize Chair to sign where necessary)

IGA with Dept of Administrative Services- Finance/Tax- printing/mailling property tax statements

Work Order with Shutter's Creek CJ 2018-000319- Solid Waste- work performed at Beaver Hill

Contract with West Coast Fencing- Solid Waste- fencing at Beaver Hill

Contract Amendment with Abel Insurance- County Counsel- extension through 2018/19 FY

Contract with ProtoCall Services- CHW- after hour phone services

Contract Amendment with Moda Health- CHW- revised immunization payment schedule

Contract Amendment with Echo- CHW- HIPPA/security of protected health information

IGA #142370 Amendment #1- CHW- increased funding

IGA #153119 Amendments 2-4- CHW- increased funding

IGA #154106 Amendment #5- CHW- change of dates

IGA #154106 Amendment #8- CHW- funding requirements

5. LATE AGENDA ITEMS

A. Request Approval of Contract with CMI & Authorize Chair to Sign- Sheriff

B. Request Approval of ODOT Grant Agreement for CCAT- Finance

C. Request Approval of Revised Job Descriptions for Access Foreman & Business Operations Manager- Road

6. COMMISSIONERS REPORTS

BOC only: Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: 6 month contract with CMi regarding continuation of services during transition to eForce

Department: Sheriff's Office **Requested Agenda Date:** 07/10/2018

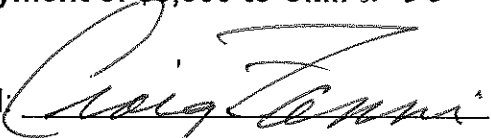
Contact Person: Captain Kelley Andrews **Phone/Ext.:** 7811

Background and description of need or problem:

During the transition to eForce records management system, this six month contract (with option to renew) will allow a seamless dispatching of public safety, and interoperability to continue for emergency services. The cost to Coos County will be \$6,000 which can be used from the current line item for eForce.

Funding Source: 35-06 Software license / maint various Dept

Requested Action: Request signing of contract and payment of \$6,000 to CMi. and authorize chair to sign.

Date: _____ Signature of Dept. Head: 

For all matters, forward the document to Counsel no later than the Monday prior to the Agenda deadline. Counsel will forward to Treasurer.

- If this is a contract or grant:
- Is the contract or grant an original?
 - Is the Contract/Grant Summary Form attached?
 - Is the contract signed first by the vendor (except state/federal grants or contracts)?
 - If insurance is required, is the insurance certificate attached?
 - Is the Clerk's Coversheet attached or do you want it returned to you for filing?

County Counsel NT

Treasurer MS

Human Resources Wk

5A

CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: _____ (complete after filed with Clerk) Contract/Agreement/Grant No.:

Name/Agency Name and Address: CMI Software Corp/100 39th St., Ste. 201; Astoria, OR 97103

Contact Person: Chris Womack Phone No. 503.223.3089

Amount of Contract/Grant Award: \$ 6,000 (County's share)

Payment Terms: billed in July 2018 (state lump sum or amount and time of payments)

Start Date: 7/01/18 End Date: 12/31/18

County Department and Employee Responsible for Performance: Sheriff's Office/Dispatch/Capt. Kelley Andrews

Description: final 6 months to allow seamless dispatching and interoperability to continue for emergency services

FINANCIAL INFORMATION

STATE %	OTHER %	FEDERAL % (CFDA # Required)	Catalog of Federal Domestic Asst. *(CFDA) Number

*CFDA is a five digit number in the following format: xx.xxx. The first two digits designate the federal agency and the last three the grant description. The following is a partial listing of the two digit agency identifier:

10.xxx USDA 14.xxx HUD 20.xxx USDOT 66.xxx EPA 84.xxx Dept. of Education
11.xxx Dept. of Commerce 16.xxx USDOJ 39.xxx General Svs. Admin. 83.xxx FEMA 93.xxx USDHHS

NOTE: If the contract/grant is associated with more than one CFDA number, each segment must have it's own summary form.

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> New | <input type="checkbox"/> Renewal | <input type="checkbox"/> Modification |
| | Previous Amount: \$ | Original Amount: \$ |
| | Previous Date: | Original Date: |
| Automatic Renewal? <input type="checkbox"/> Yes <input type="checkbox"/> No | Staff Requirements: <input type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> Subcontract | |
| Will unemployment cost be incurred? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

PUBLIC CONTRACTING INFORMATION

Method of Selection:

- Bid None
 Quote Other _____
 Proposal

Type of Contract:

- New (complete sections below)
 Renewal (no need to complete sections below)
 Modification (no need to complete sections below)

Type of Contract:

Goods and Services - If Not Using Bid or Proposal, Mark Exemption:

- | | |
|---|--|
| <input type="checkbox"/> Under \$10,000 | <input type="checkbox"/> Equipment Maintenance |
| <input type="checkbox"/> Under \$50,000 for Quotes | <input type="checkbox"/> Office Supplies |
| <input type="checkbox"/> Under \$150,000 & Approval from Board for Quotes | <input type="checkbox"/> Used Vehicles |
| <input type="checkbox"/> Sole Source | <input type="checkbox"/> State Purchasing |
| <input type="checkbox"/> Contract with Public Agency | <input type="checkbox"/> Other _____ |

Public Improvement - If Not Using Bid, Mark Exemption:

- | | |
|--|---|
| <input type="checkbox"/> Under \$5,000 | <input type="checkbox"/> Alternative Contracting Method Approved by Board |
| <input type="checkbox"/> Under \$50,000 for Quotes | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Under \$100,000 & Not a Transportation Project for Quotes | |

Personal Services Contract - If Not Using Proposal, Mark Exemption:

- Under \$50,000
 Under \$150,000 & Approval from Board

Will project be reported to Bureau of Labor for Prevailing Wages under ORS 279C.800? Yes No

Certificate of insurance required? Yes No

Form of contract: Oral Written (attach the written contract)

Date Approved by BOC: _____

Reviewed by Counsel: MT

BOC only:

Consent Agenda _____

Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: ODOT Rail & Public Transit Division Grant Agreement #32870

Department: Finance

Requested Agenda Date: July 10, 2018

Contact Person: Megan Simms

Phone/Ext.: 7730

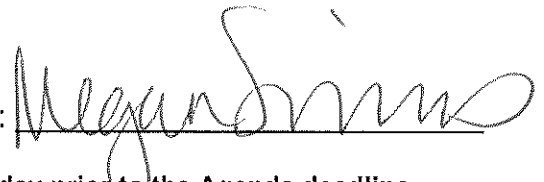
Background and description of need or problem: Section 5310 agreement for a Mobility Management Program through CCAT.

Funding Source: ODOT Rail & Public Transit Division

Requested Action: Approve and sign agreement #32870

Date: 7/5/2018

Signature of Dept. Head:



For all matters, forward the document to Counsel no later than the Monday prior to the Agenda deadline. Counsel will forward to Treasurer.

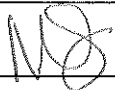
If this is a contract or grant:

- Is the contract or grant an original?
- Is the Contract/Grant Summary Form attached?
- Is the contract signed first by the vendor (except state/federal grants or contracts)?
- If insurance is required, is the insurance certificate attached?
- Is the Clerk's Coversheet attached or do you want it returned to you for filing?

County Counsel



Treasurer



Human Resources



CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: _____ (complete after filed with Clerk) Contract/Agreement/Grant No.: 32870

Name/Agency Name and Address: Oregon Department of Transportation, Public Transit Division, 555 13th Street NE, Salem, OR 97301-4179

Contact Person: Jennifer Boardman Phone No. (541) 774-6371

Amount of Contract/Grant Award: \$ 307,584

Payment Terms: reimbursement (state lump sum or amount and time of payments)

Start Date: July 1, 2018 End Date: June 30, 2020

County Department and Employee Responsible for Performance: Finance, Megan Simms

Description: Operating 5310 Grant for a mobility management program

FINANCIAL INFORMATION

STATE %	OTHER %	FEDERAL % (CFDA # Required)	Catalog of Federal Domestic Asst. *(CFDA) Number
		100%	20.513

*CFDA is a five digit number in the following format: xx.xxx. The first two digits designate the federal agency and the last three the grant description. The following is a partial listing of the two digit agency identifier:

10.xxx USDA 14.xxx HUD 20.xxx USDOT 66.xxx EPA 84.xxx Dept. of Education
11.xxx Dept. of Commerce 16.xxx USDOJ 39.xxx General Svs. Admin. 83.xxx FEMA 93.xxx USDHHS

NOTE: If the contract/grant is associated with more than one CFDA number, each segment must have it's own summary form.

- New Renewal Modification
 Previous Amount: \$ Original Amount: \$
 Previous Date: Original Date:
 Automatic Renewal? Yes No Staff Requirements: New Existing Subcontract
 Will unemployment cost be incurred? Yes No

PUBLIC CONTRACTING INFORMATION

- Method of Selection: Type of Contract:
 Bid New (complete sections below)
 Quote Renewal (no need to complete sections below)
 Proposal Modification (no need to complete sections below)
 None Other IGA

- Type of Contract:
 Goods and Services - If Not Using Bid or Proposal, Mark Exemption:
 Under \$10,000 Equipment Maintenance
 Under \$50,000 for Quotes Office Supplies
 Under \$150,000 & Approval from Board for Quotes Used Vehicles
 Sole Source State Purchasing
 Contract with Public Agency Other _____
 Public Improvement - If Not Using Bid, Mark Exemption:
 Under \$5,000 Alternative Contracting Method Approved by Board
 Under \$50,000 for Quotes Other _____
 Under \$100,000 & Not a Transportation Project for Quotes
 Personal Services Contract - If Not Using Proposal, Mark Exemption:
 Under \$50,000
 Under \$150,000 & Approval from Board

Will project be reported to Bureau of Labor for Prevailing Wages under ORS 279C.800? Yes No
 Certificate of insurance required? Yes No
 Form of contract: Oral Written (attach the written contract)

Date Approved by BOC: _____ Reviewed by Counsel: NS

BOC only: _____
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Request to approve revised job description

Department: Public Works Requested Agenda Date: 7/10/2018

Contact Person: John Rowe Phone/Ext.: 7665

Background and description of need or problem: The duties of the current Access Foreman for the Road Department have increased to include extra responsibilities for the Solid Waste Department due to their Manager's impending retirement. Therefore, the current job description does not accurately reflect the duties being performed by the Access Foreman. Request Board approve new job description/title and paygrade, and approve waiving any requirement to advertise the position, since the Access Foreman is already performing the additional duties, effective July 1, 2018.

Funding Source: 003-2700-431.10-01 & 302-1700-432.10-01

Requested Action: Request Board to approve revised job description for position of Road Access/Solid Waste Foreman and waive advertising requirement.

Date: 6/28/2018

Signature of Dept. Head: *Jessica Johnson For John Rowe*

If this is a Human Resources issue, forward to the Treasurer who will forward it to Human Resources. For all other matters, forward the document to Counsel no later than the Monday prior to the Agenda deadline. Counsel will forward to Treasurer.

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- Is the contract or grant an original?
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- Is the Clerk's Coversheet attached or do you want it returned to you for filing?

Departments Affected:

COUNSEL: NJ

TREASURER: _____

HUMAN RESOURCES: CB

~~BOC forwards signed document to Counsel's office.~~

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DESCRIPTION OF POSITION

Revision Date: July 1, 2018

1.	Current Classification Title: ROAD ACCESS/SOLID WASTE FOREMAN
2.	Working Title: Road Access/Solid Waste Foreman
3.	Department: Public Works Department
4.	<p>Pay Grade: 784</p> <p>Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____</p> <p>Excluded from Bargaining Unit? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Eligible for Overtime? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
5.	<p>What is the purpose of this position?</p> <ul style="list-style-type: none"> ▪ Reviews and issues all Right of Way and Access Permits and Verification Letters for the Road Department. Investigates all road vacation requests and related work. ▪ Assists the Solid Waste department with Regulatory reporting and supervision of employees
6.	<p>Essential functions of position: (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position.</p> <ul style="list-style-type: none"> ▪ Coordinates and issues driveway and/or access permits for property owners. ▪ Issues all right-of-way permits. ▪ Responds and resolves complaints from the public regarding issues within the road right-of-ways. ▪ Produces written reports and memos as required. ▪ Patrols and inspects county roads as needed. ▪ Assists Road Foreman supervising road department employees and operations as needed. ▪ Identifies work requirements for individual projects and schedules work assignments for projects that involve other agencies, departments, utility companies and contractors. ▪ Assists in supervising Solid Waste employees ▪ Maintains proactive relationships with regulatory agencies having jurisdiction over matters pertaining to the Solid Waste disposal industry. ▪ Participates in the preparation of regular compliance demonstration reports for submittal to regulatory agencies. ▪ Attend meetings and seminars as requested, coordinate's projects with various utilities and governmental agencies. ▪ Other duties as assigned.
7.	<p>Supervision:</p> <ul style="list-style-type: none"> ▪ This position is supervised by the Public Works Director.
8.	<p>Working conditions of position:</p> <ul style="list-style-type: none"> ▪ Position will be required to bend, squat, kneel, twist, push, pull, lifting objects frequently that weigh in excess of 50 pounds and standing for long periods of time. ▪ Must be able to work outdoors in all weather including extreme cold, heat and windy conditions. ▪ Regular and consistent attendance is required. ▪ Normal working hours are from 7am to 5:30pm Monday-Thursday. ▪ This position is also on-call for problems or emergency situations as they may arise.
9.	<p>List required special skills, licenses, certificates, etc:</p> <ul style="list-style-type: none"> ▪ CDL Class A ▪ Considerable Knowledge of materials, methods and equipment used in the maintenance and construction of roads, bridges and special facilities; the laws and rules governing the safe operation of road construction and equipment; traffic signing regulations; principles of supervision and personnel practices. ▪ Must have a minimum of four (4) years experience in the maintenance or construction/supervision of roads and highways, including equivalent to high school plus additional specialized training equal to two years technical college or any satisfactory combination of experience and training. ▪ Must have considerable knowledge of sound safety practices and procedures for all tools,

DESCRIPTION OF POSITION

	machinery, materials and methods used in line of work.
	<ul style="list-style-type: none">▪ Maintain working knowledge of federal, state and local statutes and regulations in relation to maintaining county roads.▪ Handles the public in a diplomatic and professional way using discretionary judgment.▪ Must be capable of teamwork with other employees.▪ Basic computer skills in Windows, Microsoft Excel, and Microsoft Word.
10.	Is operation of motor vehicle required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
11.	List equipment, tools, machines used in performance of duties: <ul style="list-style-type: none">▪ Various small tools and equipment

BOC only: Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Request to approve revised job description

Department: Public Works **Requested Agenda Date:** 7/10/2018

Contact Person: John Rowe **Phone/Ext.:** 7665

Background and description of need or problem: The duties of the current Business Operations Manager for *Road Dept* have increased to include safety managing for the Road Department & public works safety committee departments, and extra responsibilities for the Solid Waste Department due to their Manager's impending retirement. Therefore, the current job description does not accurately reflect the duties being performed by the *Road Dept* Business Operations Manager. Request Board approve new job description/title and paygrade, and approve waiving any requirement to advertise the position, since the Business Operations Manager for *Road Dept* is already performing the additional duties, effective July 1, 2018.

Funding Source: 003-2700-431.10-01 & 302-1700-432.10-01

Requested Action: Request Board to approve revised job description for position of Public Works Business and Safety Manager, and waive advertising requirement.

Date: 6/28/2018 Signature of Dept. Head: *John Rowe*

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 - If insurance is required, is the insurance certificate attached?
 - Is the Clerk's Coversheet attached or do you want it returned to you for filing?

Departments Affected:

COUNSEL: *WJ*

TREASURER: _____

HUMAN RESOURCES: *OB*

~~BOC forwards signed document to Counsel's office.~~

DESCRIPTION OF POSITION

Revision Date: July 1, 2017

1.	Current Classification Title: Public Works Business & Safety Manager
2.	Working Title: Public Works Business & Safety Manager
3.	Department: Public Works
4.	<p>Pay Grade: 817</p> <p>Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____</p> <p>Excluded from Bargaining Unit? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Eligible for Overtime? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
5.	<p>What is the purpose of this position?</p> <ul style="list-style-type: none"> ▪ To integrate and direct the fiscal business and safety operations of the Road & Solid Waste Departments.
6.	<p>Essential functions of position: (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position.</p> <ul style="list-style-type: none"> ▪ Integrates the financial operations and cost accounting systems for both the Road and Solid Waste Department. ▪ Establishes or recommends to management economic strategies, objectives and policies. ▪ Completes fiscal analysis for project proposals and cost accounting. ▪ Prepares Department budget, reviews budget proposals and prepares necessary supporting documentation and justification. ▪ Determines cost of individual programs and projects. Develops and monitors project budgets and monitors cost effectiveness. ▪ Prepares reports that summarize and forecast financial position in areas of income, expenses and earnings, based on past, present and expected operations. ▪ Provides management with timely reports that review the organization's status and progress in various programs and activities. ▪ Prepares or directs preparation of business and financial reports required by Oregon Department of Transportation, Federal Highway Administration, other regulatory agencies or the Director of the Department. ▪ Insures Department's business/financial operations are in compliance with county, state and federal requirements and General Accounting Principles. Prepares all reports associated with annual audit. ▪ Establishes and maintains positive relationships with other county departments and state agencies. ▪ Act as Disaster Assistance Coordinator for the county ▪ Participates on management negotiating team during union contract negotiations. ▪ Coordinates rock agreements and payment of royalties. ▪ Exercises accounting control over various contracts and grants. Responsible for reimbursement/payments on a timely basis. ▪ Maintains a proactive relationship with regulatory agencies having jurisdiction over matters pertaining to the Solid Waste Disposal Industry. ▪ Coordinates and participates in the development and implementation of operation/maintenance plans to assure the department's conformance with applicable regulatory guidelines, standards, and the efficient use of departmental resources. ▪ Directs and coordinates contracted services, particularly as they relate to environmental monitoring and reporting activities. Reviews work for conformance with contract specifications. ▪ Oversees and coordinates the safety program for the Public Works Safety Committee departments ▪ Assist line and staff management to understand OSHA/MSHA regulations and standards, including guidance on handling OSHA compliance, inspections, and citations. ▪ Other duties as assigned by Public Works Director
7.	<p>Supervision:</p> <ul style="list-style-type: none"> ▪ Supervised by the Public Works Director. This position exercises supervision over Solid Waste Bookkeeper, Gate Attendant, and any extra help employees.

DESCRIPTION OF POSITION

8.	Working conditions of position: <ul style="list-style-type: none">▪ Requires occasional lifting and exertion for short periods. May occasionally travel to meetings, seminars or workshops throughout the state.
9.	List required special skills, licenses, certificates, etc: <ul style="list-style-type: none">▪ Bachelor's degree (BA) from four-year College or university and a minimum of two years experience in financial or business related position, or any satisfactory equivalent combination of experience and training.▪ Safety & Health Certifications – OR OSHA▪ Hazwoper Training▪ CPR, First Aid & AED Training
10.	Is operation of motor vehicle required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
11.	List equipment, tools, machines used in performance of duties: <ul style="list-style-type: none">▪ Skill in computer work (word processing, spreadsheets, databases); telephone, copy machine, fax and other general office machines.