



Trempealeau County Opening Facilities Technician

PURPOSE OF POSITION:

The purpose of this position is to perform a variety of buildings and grounds maintenance and minor repair tasks. The work is performed under the supervision of the Maintenance Supervisor. Primary hours are Monday – Friday 9:00 a.m. – 5:30 p.m.

REQUIRED QUALIFICATIONS:

High school diploma or equivalent, six months custodial/Maintenance experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Basic knowledge of carpentry, plumbing, electrical and HVAC preferred. A valid motor vehicle operator's license required.

COMPENSATION / BENEFITS:

The 2019 starting wage for this non-exempt position is \$15.28 per hour to \$17.37 per hour (80 hours bi-weekly) depending upon qualification). Trempealeau County's compensation plan considers annual wage step increases with future earning potential up to \$20.85 per hour. A comprehensive benefit package is offered to county employees including health insurance, pension, flex spending account, dependent care reimbursement, deferred compensation, dental, vision, short-term disability, life insurance, critical illness insurance, cancer insurance, and accident insurance, paid holidays, vacation and sick leave.

All required application materials may be found at www.trempealeau.com

To be considered a completed Trempealeau County Employment Application must be submitted (via mail, email, fax, or hand-delivered) to Human Resources by:

Monday, April 22, 2019 at 4:30 p.m.

Trempealeau County Human Resource Department

36245 Main St., PO Box 67, Whitehall, WI 54773

Telephone: 715-538-2311 ext. 224

Fax: 715-538-4776

Email: hr@co.trempealeau.wi.us

Visit our website at www.trempealeau.com

Equal Opportunity Employer / Affirmative Action

2019 EMPLOYEE BENEFITS



TREMPEALEAU COUNTY (REGULAR PART-TIME/FULL-TIME EMPLOYEES)

Non-Represented Benefit Package for 2019. A complete packet of benefits information will be provided to the candidate selected for the position. This illustration summarizes the benefits presently offered by Trempealeau County and is not a guarantee of benefits.

Benefit Type	What you receive	Eligible	Who Pays
Medical*	County participates in the State of Wisconsin offered Health Plan. <u>\$500 individual / \$1000 family deductible.</u> Routine/Preventative services- plan pays 100%. Emergency Room copay - \$60 per visit. Annual Wellness Incentive - \$150 gift card for employee & spouse when annual physical or wellness screen is complete.	First of the month following 30 days of employment	County contributes 88% of the lowest cost plan. Employee Contribution Quartz-Community <u>Single Plan: \$86.08/per month</u> <u>Family Plan: \$211.49/per month</u> Premiums vary depending on plan selection. Other plans include WEA Trust West, Security Health Plan Central and Health Partners.
Flex Spending Account (FSA)	\$500 -Single Health Plan \$1000-Family Health Plan County contributes either \$500/\$1000 for each employee enrolling in the county sponsored medical plan.	First of the month following 30 days of employment	Option to contribute up to an additional \$2700 for medical and \$5000 for dependent care per year. Expenses must be incurred January 1, 2019 through March 15, 2020 and submitted for reimbursement by May 31, 2020.
Dental	Delta Dental WI Plan: Preventative (100% no deductible), basic and major (80/50%) and orthodontic (50% with \$1500 individual max) coverage. Deductible \$50/person; \$150/family. Annual max \$1200 per person.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee: \$37.01 / month Employee + 1: \$73.48 / month Family: \$117.21 / month
Vision	Avesis Vision Plan: Eye exams (covered 100% in-network), lenses, frames, contact lenses and discount on Laser Vision Correction.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee: \$10.92 / month Employee + 1: \$19.11 / month Family: \$28.39 / month
Term Life Insurance	Life insurance coverage for yourself, spouse and children. Plan gives you the availability to choose how much life insurance you want and need. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age and coverage level electing.
Universal Life Insurance	Coverage provides protection while building cash value. Income tax free death benefit to your beneficiary and potential for loans and partial withdrawals base on available cash value. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age and coverage level electing.

Short-Term Disability	Provides financial resources with benefits available up to 60% of your salary during time off work due to illness/injury.	First of the month following 90 days of employment	<u>Employee pays 100%</u> Cost varies based on age and hourly rate of pay.
Group Accident	Lump sum benefit for off the job accidental injuries, pays in addition to other insurances, Low and High plan options available. Wellness benefit up to \$150 (low) \$400 (high) per year for covered individual. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee Low: \$12.26 / month Employee High: \$18.52 / month Employee plus children, Employee plus spouse and Family rates also available.
Group Cancer	Cancer Insurance to help you manage expenses of treatment (including experimental), pays in addition to other insurances. Plan covers cancer and up to 29 specified diseases. Wellness benefit of \$100 per year for covered individual. Low, Medium and High plan options available. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee Low: \$16.94 / month Employee Medium: \$24.36 / month Employee High: \$36.14 / month Employee plus children, Employee plus spouse and Family rates also available.
Group Critical Illness	Lump sum benefit for critical illness such as heart attack, stroke, major organ transplant, end stage renal failure. Pays in addition to other insurances Benefit amounts \$2500 - \$20,000 depending on illness. Supplemental benefits also available. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age, tobacco use and coverage level electing. Rates per Employee, Employee plus children, Employee plus spouse and Family.
Pension	Wisconsin Retirement System (WRS). Eligible employees are required to pay 50% of the total WRS contribution rate for "general" employees. Pre-taxed.	Date of Hire (<i>may not be eligible for part-time positions</i>)	<u>General employees</u> Employee: 6.55% County: 6.55%
Deferred Compensation	Available plans: WI Deferred Comp (WDC) and Nationwide (NACO). Allows you to invest today for retirement. Federal/State taxes are deferred until your assets are withdrawn.	Anytime	<u>Employee pays 100%</u> Available through payroll deduction (flat rate or percentage).
Vacation*	Accrues per pay period per year as follows. 1 – 5 years of service: 12 days 6-7 years of service: 15 days 8-10 years of service: 18 days 11-15 years of service: 20 days 16-25 years of service: 24 days 26+ years of service: 25 days	Accrual begins Date of Hire – must be here 6 months to begin utilizing accrued time	<u>Payout Upon Separation</u> 100% following 1 year introductory period.
Sick Leave*	Accrues per pay period up to 12 days per year. Max 960 hours.	Accrual begins Date of Hire	<u>Payout Upon Separation</u> Retirement: 100% max 480 hours.
Holidays*	New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, Personal Holiday. <i>Exception Highway employees: Veteran's Day in lieu of President's Day.</i>	Normally granted Holiday off with pay as listed	<u>Payout Upon Separation</u> None. <i>Exception for certain Sheriff's Office employees for holidays earned.</i>

**Pro-rated benefits applicable for positions less than 40 hours per week. Refer to Human Resources for additional information.*

Trempealeau County Position Description

Name:		Department:	Maintenance
Position Title:	Facilities Technician	FLSA:	Non-exempt
Date:	December 2017	Reports To:	Maintenance Supervisor

Purpose of Position

The purpose of this position is to perform a variety of buildings and grounds maintenance and minor repair tasks. The work is performed under the supervision of the Maintenance Supervisor.

Essential Duties and Responsibilities

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

Performs a variety of custodial tasks. Sweeps, mops, strips, waxes and buffs floors; cleans and disinfects washrooms and fixtures; vacuums and shampoos carpets; washes windows and mirrors; collects and disposes refuse and recyclables; changes can liners; dusts and polishes furniture and other surfaces

Opens and locks building doors and windows. Checks buildings for security concerns. Reports vandalism, safety and security concerns.

Monitors building and grounds for safety concerns and reports concerns to supervisor.

Paints interior surfaces. Installs shelving, hang bulletin boards, assembles and moves furniture.

Performs grounds maintenance. Mows grass, trims shrubs, fertilizes vegetation, prunes trees, waters vegetation, removes ice and snow from walkways, plows snow from parking lots, maintains flags and shovels snow.

Arranges tables and chairs for meetings, as directed.

Picks up and delivers mail.

Receives, unloads and stores supplies and equipment for various departments.

Changes light bulbs and basic light switches and fixtures.

Adjusts thermostats.

Instructs community service workers.

Directs personnel during fire and weather drills.

Performs duties of Maintenance Supervisor in his/her absence.

Performs duties of Entrance Security as needed.

Performs basic toilette repairs.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs mower and tractor routine maintenance.

Checks/Basic Service (change belts, clean coils, grease as needed etc.) of air conditioning and heating equipment.

Performs generator tests and basic engine services.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent, six months custodial/Maintenance experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Basic knowledge of carpentry, plumbing, electrical and HVAC preferred. A valid motor vehicle operator's license required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to assemble, copy, record and transcribe data and information, following a prescribed plan. Ability to compare, count, differentiate, measure and/or sort data and information.

Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

Ability to utilize a wide variety of descriptive data and information such as work schedules, meeting charts, time cards, safety regulations, blueprints, diagrams, material safety data sheets, product specifications and general operating and maintenance manuals.

Ability to communicate effectively with County personnel, vendor representatives and community service workers.

Ability to use a computer and have basic use of Word, Excel and Email, and utilize other computer related automated control programs.

Mathematical Ability

Ability to add, subtract, multiply and divide and read a tape measure.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.

Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which may be subject to frequent change.

Physical Requirements

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as mowers, tractor, motor vehicles, floor machines, HVAC controls, power hand and shop bench tools, shovels, rakes, trimmers, keys, ladders and scaffold.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as cutting, painting and drilling.

Ability to exert moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting and carrying up to 50 pounds, pushing, and pulling.

Ability to recognize and identify individual characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under conditions which require exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, noise, vibrations, machinery, traffic hazards, wetness and/or dust. This exposure may cause some discomfort and presents a risk of injury.

Trempealeau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date