

Dale County Commission

Commission Meeting Minutes - August 28, 2018

The Dale County Commission convened in a regular session Tuesday August 28, 2018. The following members were present: Chairman Mark Blankenship; District One Commissioner Chris Carroll; Three Commissioner Charles W. Gary; and District Four Commissioner Frankie Wilson. Not present: District Two Commissioner Steve McKinnon

Chairman Blankenship called the meeting to order at 10:30 am. Commissioner Wilson opened with the Pledge of Allegiance. Commissioner Carroll followed with prayer.

APPROVED – APPROVAL OF AGENDA

Commissioner Gary made a motion to approve the agenda.

Commissioner Wilson seconded the motion, all voted aye. Motion carried.

APPROVED – MEMORANDUM OF WARRANTS

Commissioner Wilson made a motion to approve the following Memorandum of Warrants:

- Accounts Payable Check Numbers 80978-81161.
- Payroll Check Numbers: 154493-154496.
- Direct Deposit Check Numbers: 28216-28353.

Commissioner Carroll seconded the motion, all voted aye. Motion carried.

APPROVED – AUGUST 14, 2018 MINUTES

Commissioner Gary made a motion to approve the Minutes of the Commission Meeting on August 14, 2018.

Commissioner Wilson seconded the motion, all voted aye. Motion carried

APPROVED – JOB DESCRIPTION – ROAD & BRIDGE

Commissioner Gary made a motion to approve the addition of a new position in the Road & Bridge Department- Assistant Road & Bridge Supervisor. See Exhibit 1.

Commissioner Wilson seconded the motion, all voted aye. Motion carried.

APPROVED - BOARD APPOINTMENT

Commissioner Wilson made a motion to approve Ms. Tara Baker to the Ozark-Dale County Economic Development Corporation Board.

Commissioner Carroll seconded the motion, all voted aye. Motion carried.

APPROVED – TRAVEL REQUEST

Commissioner Gary made a motion to approve the following travel requests:

- Linda Miller – Commission office – Payroll and Personnel Conference, October 2, 2018 - \$112.02.
- Cheryl Ganey – Commission office – Payroll and Personnel Conference, October 4, 2018 - \$121.37.

Commissioner Wilson seconded the motion, all voted aye. Motion carried.

APPROVED – PERSONNEL

Commissioner Carroll made a motion to approve the following:

1. Justin Chadwick – New Hire – Deputy.
2. Kristin Brewer – New Hire – Deputy.
3. Karen Krovick – Part-time from Full-time – Deputy.
4. Charity Childree – New Hire – Custodian.

Commissioner Gary seconded the motion, all voted aye. Motion carried.

APPROVED – FUND 151, JAIL AD VALOREM EXPENDITURE

Commissioner Gary made a motion to approve \$12,400.00 for lighting in the Jail from the Jail Ad Valorem Tax, Fund 151. See Exhibit 2.

Commissioner Wilson seconded the motion, all voted aye. Motion carried.

ANNOUNCEMENT – NEXT REGULAR MEETING

Chairman Blankenship announced that the next regular meeting of the Dale County Commission will be Tuesday September 11, 2018 at 10:00 a.m.

ADJOURNMENT: CONFIRMATORY STATEMENT

Commission Gary made a motion to adjourn the meeting. Commissioner Wilson seconded the motion. All voted aye. Motion carried.

It is hereby ordered the foregoing documents, resolutions, etc., be duly confirmed and entered into the minutes of the Dale County Commission as its official actions.

A handwritten signature in black ink, appearing to read "Mark Blankenship", is written above a solid horizontal line.

Mark Blankenship, Commission Chairman

Proposed Job Description and Addition to the
Dale County Commission Classification Plan

Assistant Road & Bridge Supervisor

Grade X Wage Range \$11.82 - \$20.46

Division	Department	Location
Road Crew	Road and Bridge	Dale County Commission

Reports To
Road & Bridge Supervisor

Job Summary

Under direct supervision of the Road & Bridge Supervisor, assists, supervises and coordinates the work of the Road & Bridge crews;

Duties and Responsibilities

Receives complaints and work requests and decides what action should be taken; maintains daily work reports and employee time sheets; determines priority of jobs; monitors work in progress and makes corrections when necessary; reports serious problems to County Engineer; inspects completed work for compliance; confers with the Road & Bridge Supervisor in job assessments to ensure cost-efficient operations, including assessing time, equipment, personnel, costs and materials; responsible for the safe operation of all equipment; reports safety violations and health hazards that occur; counsels employees on work related problems and recommends personnel actions to the Dale County Engineer; carries out stated policies of the Road & Bridge Department; plans and schedules road maintenance projects; consults with Shop Foreman on equipment maintenance and repairs and coordinates repair and maintenance schedules; advises County Engineer of equipment, material and labor needs; orients new employees on county and department rules and job duties; trains employees on equipment, task procedures, work standards and proper safety procedures; requisitions and secures equipment and materials and checks shipping ticket for merchandise received; maintains inventory of materials, equipment and supplies; maintains accurate records of materials and supplies used by job; conducts periodic check of road conditions; determines repairs needed and urgency of conditions; supervises employees in the maintenance crews; communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities; performs other duties as assigned.

Assistant Road & Bridge Supervisor

Physical Demands

Standing

Up to 33%

Walking

33 - 66%

Sitting

Up to 33%

Stooping, Kneeling, Crouching,

Up to 33%

Climbing or Balancing

Up to 33%

Use Hands to Finger, Handle,

33 - 66%

Reaching with Hands and Arms

Up to 33%

Talking or Hearing

More than 66%

Lifting

Up to 10lbs

33 - 66%

Up to 25lbs

33 - 66%

Up to 50lbs

33 - 66%

Up to 100lbs

Up to 33%

More than

Up to 33%

Skills and Abilities:

Must be able to see well enough to read regular print, (corrective lens acceptable), hear well enough to talk on the telephone and hear a speaker 20 feet away, (hearing aid acceptable), speak clearly enough to address small groups of people, use of hands and fingers to operate equipment, ability to lift a minimum of fifty (50) pounds, physical dexterity sufficient to operate levers, gears, etc., and body mobility to climb on top of and crawl under various types of equipment. Must have verbal skills to explain work procedures and methods to subordinates, math skills to compute simple problems involving construction and maintenance, writing skills to complete routine reports, records and forms, planning skills to develop accurate plans and schedules, reading skills to understand policies, procedures, directives, technical literature, manuals, blueprints, maps, laws and guidelines. Must have supervisory skills to motivate, communicate and lead subordinates in accomplishing objectives efficiently and effectively.

Noise.

Exposure to traffic and equipment noise.

Comments

Must be willing to work nonstandard hours and weekends in emergency situations.

Assistant Road & Bridge Supervisor

Job Specifications

Education

Must have an earned high school diploma from a standard high school or a graduate equivalency diploma. Must have at least ten (10) years' experience in responsible charge of road construction and maintenance with five (5) years supervising ten (10) plus employees. Must have extensive knowledge of construction, planning and control of road maintenance projects. Must have knowledge of automotive and heavy equipment used in construction and maintenance including safe operation, preventative maintenance, and balancing optimal maintenance level with cost. Must have knowledge of materials used in road construction and maintenance. Must have knowledge of occupational health and safety, including accident causation and prevention.

Other Requirements:

Must have a valid Alabama Commercial Driver's License (Class A) and a good driving record. Must be insurable. Must be willing to work nonstandard hours and weekends in emergency situations.

Approved by Commission

Date 08/28/2018

