

# NEW PERSONNEL JUSTIFICATION FORM

Department:

Name of Preparer:

**Please attach the following additional documentation to this form:**  
**JOB DESCRIPTION**

<b>PERSONNEL DETAIL:</b>		
Fund/Dept/Sub-Dept:	<input type="text" value="001.080.080."/>	
<b>Job Title</b>	<b>Job Classification</b>	<b>Salary Range</b>
Maintenance Worker	908018039 Maintenance Worker	\$35,000.00 to 45,000.00

**LINE ITEM EXPENDITURES:**

Line Item	Description	Amount	
40000	Salary and Wages	\$45,000	
45100	FICA/SS (7.65%)	\$3,442.50	
45200	IMRF (8.04%)	\$3,618.00	choose IMRF or SLEP - delete amount not applicable
45210	SLEP (22.66%)		choose IMRF or SLEP - delete amount not applicable
45000	Health	\$26,660	contact Finance for rate or enter rate most applicable to position
45010	Dental	\$681	contact Finance for rate or enter rate most applicable to position
53000	Insurance Liability (2.09%)	\$940.50	
53010	Worker's Compensation (2.55%)	\$1,147.50	
53020	Unemployment (0.06%)	\$27.00	
	Other		
	<b>TOTAL</b>	<b>\$81,517</b>	

Are any revenue funds available for this position? (e.g., grants, fees, reimbursements, etc.)

Yes  No  Estimated Revenue Funds:

If yes, describe source and nature of the revenue:

**FUND BREAKOUT (IF APPLICABLE):**

Fund	% Breakout	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>

**JUSTIFICATION OF FUND BREAKOUT (IF APPLICABLE):**

please turn over

**DESCRIPTION OF POSITION:**  
 (Please include any other pertinent information that is not listed on the attached job description.)  
 See Attached job description.

**JUSTIFICATION OF POSITION:**

The request for an additional employee is to bring the staff level up to an adequate level to support the County in an efficient manner. It should be noted that currently Building Management is understaffed and the additional employee will bring the staffing to an acceptable level.

**Is this new position a result of a state or federal mandate?**

Yes  No

(If so, please include the statutory citation.)

**DEPARTMENTAL OBJECTIVES ADDRESSED BY FILLING THIS POSITION:**

The overall objective by filling this position is to place Building Management in a position to be successful as a support function for the County.

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**KANE COUNTY GOVERNMENT**  
**BUILDING MANAGEMENT OPERATIONS**  
**MAINTENANCE**  
**JOB DESCRIPTION**

**TITLE:** Maintenance - Building Management Operations  
**REPORTS TO:** Director - Building Management Operations  
**HOURS:** Monday - Friday, 7:00 a.m. - 3:30 p.m.  
**SALARY:** Depending on Qualifications

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**POSITION SUMMARY:**

Works in conjunction with the Executive Director of Building Management and under the supervision of the Director of Building Management Operations to carry out maintenance duties and project support, related to the facility maintenance of Kane County Government facilities. Works collaboratively with Building Management and other Kane County staff. In addition, this person is responsible for creating and maintaining a clean, safe, healthy, and professional environment for county personnel and visitors to the Kane County Government facilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Ensures that Kane County Government facilities are maintained in a fiscally responsible manner, while complying with all regulations established by local, state, federal codes and laws. Responsible for providing day-to-day maintenance of buildings, grounds, and other duties as assigned, with strong emphasis on electrical, HVAC mechanical, plumbing, general maintenance, snow removal services and custodial functions.

- Responsible for repairs to building related systems and equipment, i.e. lighting, boilers, fire alarms, mechanical, plumbing, electrical, computerized automations systems.
- Perform maintenance repairs for HVAC equipment, piping, plumbing, pumps, motors, boilers, light carpentry, painting, drywall and plaster repairs, etc.
- Complete daily, weekly and monthly preventive maintenance schedules.
- Operate computer-based programs which control and monitor mechanical equipment systems and work order system (Facility Dude).
- Assist in snow removal of snow and salting service for Kane County facilities during winter months.
- Perform janitorial duties including, but not limited to, mopping floors, cleaning toilets/sinks/walls and tile, and refilling dispensers.
- Respond to emergency night calls as needed. On call 24 hours a day, 7 days a week including holiday's.
- Perform all other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Proven knowledge in facility management operations to assist in the day-to-day functions of the Building Management Operations Department. Proven mechanical skills in facility maintenance operations and construction projects. Must be proficient in Word, Excel, CMMS (Computerized Maintenance Management Systems) must possess good typing skills and oral and written communication skills. In addition, strong interpersonal skills including tact, patience, and courtesy.

- Knowledge of construction and remodeling trades, practices, techniques, tools and equipment, materials, specifications, quality control, cost control and safety.
- Knowledge of HVAC maintenance, snow plowing, salting laws and custodial regulations governing its processes and chemicals.
- Have knowledge and experience to operate power tools, hand tools, vacuum cleaners, floor machines, lawn mowers, snow blowers, snowplows, and other equipment as directed
- Have knowledge of occupational hazards and necessary safety precautions (OSHA).
- Performs carpentry work involved in the construction, remodeling, repair locks, door closers and general maintenance of buildings and facilities.
- Assist with the renovation/remodeling of buildings; repair plaster, drywall, paint buildings and offices.
- Read blueprints and diagrams, hang doors, set door hardware and windows.
- Clean and inspect boilers, and treat water.
- Operate a computer which controls and monitors mechanical equipment systems and work order system.
- Replace and repair electrical and plumbing as needed.
- Work as needed with the janitorial staff by cleaning buildings
- Be able to solve problems with limited directions.
- Possess a valid driver’s license and be able to pass a criminal background check.
- Establish and maintain cooperative and effective working relationships with others and have strong interpersonal skills to be able to communicate effectively, both orally and in writing.
- Knowledge of policies and practices governing public sector and facility operations.
- Proficient in Microsoft Office programs such as Word, Excel, etc.

**EXPERIENCE:**

Requires: Two or more years experience:

- Facility management operations with extensive knowledge of construction, maintenance and grounds maintenance.
- Working with public and government entities.

**EDUCATION:**

Required: High School Diploma

**APPROVAL**

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Name (Dept. Head / Elected Off.)	Title	Date
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Name