



AGENDA
* 5:00 PM *
COUNCIL COMMITTEE
PLANNING & INTERGOVERNMENTAL
AFFAIRS

Anderson / Chair
Jones
Pitts



**AGENDA
LAURENS COUNTY COUNCIL COMMITTEE
PLANNING AND INTERGOVERNMENTAL AFFAIRS**

**SEPTEMBER 25, 2018 – 5:00 P.M.
HISTORIC COURTHOUSE – PUBLIC SQUARE**

(ANDERSON, CHAIR – JONES AND PITTS)

- 1.) Call to Order – Diane Anderson, Committee Chair
- 2.) Invocation and Pledge of Allegiance
- 3.) Overview of the meeting – continued discussion by the County Council Committee towards the establishing the County IT Department and a Planning Department
- 4.) Council Committee discussion:
 - a.) Information Technology “IT”:
 - 1.) Job Descriptions
 - 2.) Salaries for these positions
 - b.) Planning Department:
 - 1.) Job Description
- 5.) Scheduling of additional Committee meeting, if required
- 6.) Adjourn



INFORMATION TECHNOLOGY



AGENDA ITEM – REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council.

Agenda Item #:

8B

X 4/a/1d2

DEPARTMENT / AGENCY:

COUNCIL ACTION REQUESTED: __Approve Job Descriptions for IT Manager and Techs. Positions are in the budget.

This is to transition from the externally provided IT services to an internal IT support department. The plan is to hire the Manager first. This manager will work under Jim Anderson and learn about the systems and software. Over time the support staff will be hired.

Recommended Pay (Requires Council Approval):

IT manager position \$55,000- (Greenwood is \$61,907)

Tech Positons (2)- \$45,000

Starting pay would be 10% less during probationary period.

More Detailed Description:

FINANCIAL AMOUNT REQUESTED _____

SOURCE OF FUNDING: _____

(PLEASE – attach subject matter document pages as necessary)

LAURENS COUNTY, SOUTH CAROLINA

JOB TITLE: IT MANAGER

Effective:

FLSA: Non-Exempt

GENERAL STATEMENT OF JOB

General Description

The purpose of this class within the organization is to provide direction in the development and implementation of Information Technology (IT). Responsible for all aspects of the County's information technology system and the supervision and development of subordinate staff. Ensures adequate security procedures are established, implemented and maintained.

This class works under limited supervision reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Create and maintain secure, responsive and reliable information technology (IT) infrastructure for the County operations.

Plan and implement new information technologies including cloud computing, mobile applications, and social networking.

Design, develop, and test software applications.

Hire, supervise, assign tasks, and facilitate training to IT staff.

IT MANAGER

Additional Duties:

Evaluate and purchase the most cost-effective computer hardware and software applications.

Create IT budget and monitor balances.

Design and promote efficient procedures for workflow between county departments and software systems

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Plans and directs others in the sequence of major activities and report on operations and activities which are very broad in scope.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money or supervising the purchasing of high value materials, supplies and equipment, or for providing routine legal counsel.

IT MANAGER

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, deductive geometry, plane and solid and rectangular coordinates; mathematical and classifications or schemes.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads journals, manuals and professional publications; speaks informally to groups of co-workers, staff in other organizational agencies, general public, people in other organizations and presents training; composes original reports, training and other written materials, using proper language, punctuation, grammar and style.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Decision-making is a major part of the job, affecting a major segment of the organization and the general public; works in a dynamic environment; Responsible for developing policies and practices.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

IT MANAGER

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is very serious – affects work unit and may affect other units or citizens.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Supervises the handling/use of machines, tools, equipment or work aids involving extensive latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Involves routine and frequent exposure to bright/dim light; dusts and pollen.

Safety of Others:

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

IT MANAGER

Minimum Education and Experience Requirements:

Bachelor's Degree preferred; alternate educational requirements: five to seven years of experience of working with or in tandem with IT managerial staff or a degree in Information Systems Technology.

Special Certifications and Licenses:

Obtain A+ (A Plus) certification within eighteen months of employment.

Americans with Disabilities Act Compliance

Laurens County is an Equal Opportunity Employer. ADA requires Laurens County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

LAURENS COUNTY, SOUTH CAROLINA

JOB TITLE: IT TECHNICIAN

Effective:

FLSA: Non-Exempt

GENERAL STATEMENT OF JOB

The purpose of this class within the organization is to troubleshoot and install computer systems for county departments. Receives and responds to inquiries and requests for assistance with computer software projects and problems. Provides personal computer/printer support and troubleshooting to the county offices and remote locations and performs various administrative duties.

This class works under close to general supervision according to set procedures, but determines how or when to complete tasks.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Responds to technology trouble calls. Assists with maintenance documentation. Ensures timely response to work orders. Schedules and determines priority of work.

Responsible for installation of personal computer hardware and peripherals, maintenance, repair, and upgrade. Installs computer work stations and cabling.

Identifies software and hardware requirements for maintaining effective and efficient system performance. Responsible for installation of personal computer software, instruction, training, and problem solving

Receives and responds to inquiries and requests for assistance with computer projects and problems; identifies and recommends solutions.

IT TECHNICIAN

Communicates and maintains good working relationships with department heads and employees in other departments; provides technical support and training to operators / system users.

Researching and getting bids for large items, or big ticket items, such as Antivirus solutions for the County, large-format printers, scanners, MFPs, plotters, etc.

Management of network server operations, such as creating/adding/deleting/moving users, PCs, etc. in the Active Directory, management of email systems operation, management of Antivirus/Web-filtering systems.

Physical installation of servers, network switches, UPS systems, security camera systems, etc.

Setup and management of mobile devices, (phones and tablets for employees).

Maintaining connectivity with State web services for offices such as Clerk of Court, Auditor, Assessor, Tax Collection and Child Support Services.

Evaluation of efficiency and cost-effectiveness of information technology, including planning for future needs and upgrades.

Additional Duties:

May work past standard office hours as needed.

Attends training workshops, classes, meetings, etc., as appropriate.

Performs related work as assigned

IT TECHNICIAN

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies or formats data or information in accordance with a prescribed schema or plan.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Provides information, guidance or assistance to people that directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

IT TECHNICIAN

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is moderately serious – affects work unit and may affect other units or citizens or loss of life could occur but probability is low.

IT TECHNICIAN

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None

Safety of Others:

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Minimum Education and Experience Requirements:

Bachelor's Degree preferred; in business, liberal arts, computer sciences or a related field. Alternate educational requirements: two years of experience in information technology or an equivalent combination of education, training and experience.

IT TECHNICIAN

Special Certifications and Licenses:

Obtain A+ (A Plus) certification within eighteen months of employment.

Special Certifications and Licenses:

None

Americans with Disabilities Act Compliance

Laurens County is an Equal Opportunity Employer. ADA requires Laurens County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.



PLANNING DEPARTMENT



AGENDA ITEM – REQUEST SHEET – COUNTY COUNCIL

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Agenda Item #: 8C 4/6/1

DEPARTMENT / AGENCY:

COUNCIL ACTION REQUESTED: Approve Job Description Position is in the budget.

More Detailed Description:

FINANCIAL AMOUNT REQUESTED _____

SOURCE OF FUNDING: _____

(PLEASE – attach subject matter document pages as necessary)

**LAURENS COUNTY, SOUTH CAROLINA
JOB DESCRIPTION**

**JOB TITLE: SENIOR PLANNER
PLANNING DEPARTMENT
DATE APPROVED BY COUNCIL**

GENERAL STATEMENT OF JOB

Under general supervision, provides various planning services for the County. Performs various planning and technical duties to preparing professional analysis and recommendations on various planning and development issues for the Planning Commission, and County Council. Researches, prepares and presents graphic and narrative reports for study and use by County leaders. Provides technical planning assistance to the general public, private agencies, property owners, developers, public officials, and other related agencies. Reports to the County Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs advanced professional work related to variety of planning assignments.

Interprets and implements County ordinances.

Assists and provides technical information to the County with various planning issues as it relates to the interpretation of development Ordinances, development of the ordinances, and questions regarding enforcement.

Provides interpretation of applicable regulations and ordinances to various outside agencies and assists them in compliance.

Provides technical assistance to the general public, private agencies, property owners, developers, public officials, and other related agencies concerning development ordinances and planning; assists with filing of variances to the planning commission.

Develops transportation plans, studies and analyses.

Conducts research and analysis on various planning issues.

Prepares and presents planning reports to Planning Commission, and Council.

Reviews and works to perform duties in compliance with the Laurens County Comprehensive Plan. Develops and manages community listening sessions, community goals and objectives, combining municipal and regional plans to develop a proposed redo of the Comprehensive plan as directed by the County Administrator, County Council and the Planning Commission.

Performs review of site plans along with all Laurens County and local agencies.

Performs various clerical tasks such as answering phones, taking messages, completing applications, faxing information, copying documents, printing maps, etc.

Receives, reviews, prepares and processes various records and reports to include approval applications, variance applications, plats, subdivision plans, Planning Commission agenda, real property inquiries, sketches, maps, etc.

Interacts and communicates with a variety of groups and individuals to include co-workers, immediate supervisor, other departmental personnel and supervisory staff, neighborhood groups, property owners, realtors, developers, public officials, attorneys, surveyors, etc.

Operates various types of equipment such as a computer, printer, blueprint machine, postage meter machine, scanner, recorder, engineer scale, calculator, copier, telephone, automobile, architect's scale, typewriter, etc.

Attends Council, Commission, and Board meetings periodically; makes various presentations to Councils, Commissions, Boards, neighborhood groups, and civic groups.

Coordinates the subdivision review process with other departments within the County and with outside State agencies; ensures all comments from these departments are reported to the developer and the plans are modified based on the comments from the reviewing agencies before plans are given final approval and can be recorded in the Office of the Register of Deeds.

Conducts site visits to various locations where an application has been filed to gather information utilized in preparing a recommendation and report and to be able to answer questions about the site and the surrounding area for the Planning Commission, County and/or City Council, and the general public.

Coordinates projects by conducting and overseeing weekly meetings, reviewing site plans, discussing development project status, attending meetings to explain, application processes and requirements, reviewing applications, preparing and presenting staff recommendations, and preparing commission recommendations, letters, and ordinances.

Advanced knowledge of the philosophies, principles, practices and techniques of planning.

Well-developed knowledge of one or more planning disciplines, such as urban design, affordable housing, economic development, conservation.

Knowledge of principles, methodology, practices of research and data collection.

Knowledge and experience in construction processes.

Knowledge of effective writing techniques

Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.

Excellent oral and written communication skills for preparing and presenting planning reports and projects.

Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers

Creative problem-solving skills to gather relevant information to solve less well-defined planning problems

Group facilitation skills for use with community workshops

Ability to work on several projects or issues simultaneously

Ability to manage projects effectively and meet firm deadlines.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a bachelors degree (Master's degree preferred) in planning, or related field and two years of professional experience; OR an equivalent combination of education and experience in planning or a related field. AICP certification preferred or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate an automobile, drafting tools, and a variety of automated office machines which includes a computer, digitizer, blueprint machine, postage machine, scanner, calculator, copier, etc. Must be able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Light work usually involves walking or standing to a significant degree. Must be able to lift and/or carry weights of ten to forty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assistance and guidance to co-workers or assistants. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires the ability to read engineering/architectural drawings, surveys, maps, zoning applications, subdivision plats, etc. Requires the ability to prepare business letters, various monthly reports, articles, ordinances, subdivision applications and related forms, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Must be able to speak before an audience with poise, voice control and confidence; and to articulate information to others.

Intelligence: Requires the ability to apply principles of common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variable in or from standardized situations. Requires the ability to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and

to understand and implement basic computer and office machinery functions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including Planning and Zoning, Civil Engineering, Real Estate, Contracts, and Architectural terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and determine time and weight. Must be able to use practical applications of fractions, percentages, and ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency or tight deadline.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the policies, procedures, methods and activities of the Planning & Development Department as they pertain to the performance of duties of the Planner. Has thorough knowledge and expertise in county planning and the processes involved in same. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has the knowledge and skills to provide various technical land use services in a professional and accurate manner for the County and its municipalities. Is capable of utilizing experience and technical knowledge to perform various planning and technical duties. Has the professional skills and ability to analyze and provide recommendations on various planning and development issues for the Planning Commission, and County Council. Has knowledge of the appropriate resources to research in order to prepare and clearly present graphic and narrative reports for study and use by County leaders. Has the interpersonal and professional communication ability to provide technical assistance to the general public, private agencies, property owners, developers, public officials, and other related agencies concerning land use planning. Has knowledge of the use of engineering, architectural, environmental and legal terminology related to department activities. Has knowledge of legal aspects relating to land use concerns. Is able to communicate effectively with supervisors, other

staff members, members of the general public, and all other groups and agencies involved in the activities of the department. Is able to make effective presentations and discuss problems and possible solutions as required. Has the ability to compile, organize, analyze and prepare an assortment of records, reports and information in an effective manner. Is able to read, understand and interpret blue prints and related maps and charts. Is capable of working under a degree of stress related to duties that require constant attention. Has the mathematical ability to handle required calculations. Is able to apply knowledge of the department's requirements in order to assist others in understanding and meeting the County's established standards. Is able to develop and implement short term and long-term goals for the department as necessary in the promotion of effectiveness and efficiency. Is able to provide assistance and direction to department staff when needed.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all County departments and divisions, co-workers and customers, and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and on time with a minimum of tardiness and absences and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within County.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.