

BOARD OF SUPERVISORS

Brown County



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EXECUTIVE COMMITTEE

Mary Scray, Chair
Guy Zima, Vice Chair
Bernie Erickson, Tom Lund, Andy Nicholson
Patrick Evans, John Vander Leest

SPECIAL
EXECUTIVE COMMITTEE
Wednesday, January 19, 2011
6:30 p.m.
Room 210, City Hall
100 North Jefferson Street

- I. Call meeting to order.
- II. Approve/modify agenda.

Vacant Budgeted Positions (Request to Fill)

1. Facilities Management – Facility Engineer.
2. Such other matters as authorized by law.

Mary Scray, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: FACILITY ENGINEER
REPORTS TO: FACILITY DIRECTOR
DEPARTMENT: FACILITY MANAGEMENT
BARGAINING UNIT: ADMINISTRATIVE

JOB SUMMARY:

Plans, performs, and coordinates all facilities engineering work. Develops, designs, inspects and approves all construction plans for county buildings and grounds. Performs inspections on buildings and grounds to ensure facilities are properly maintained and are in compliance to all applicable building codes and regulations. Serves as Project Manager for assigned building projects. Performs engineering studies. Develops and presents studies and reports to county government oversight committees. **Administers all computer related Facilities Management systems.**

ESSENTIAL DUTIES:

Develops, communicates, reviews, evaluates and monitors applicable Facility Management policies, procedures and standards to insure existing buildings and new designs are in compliance with all applicable local, state, and federal codes and regulations.

Performs/coordinates necessary studies, inspections, and tests utilizing applicable engineering criteria to insure facilities meet required safety codes and regulations.

Coordinates inspections with the fire inspectors and insurance inspectors; ensures that all assigned facilities receive inspections in compliance with departmental, State and Federal rules and regulations.

Provides consultation, coordination, and professional leadership in the planning, development, and implementation of construction and/or repair programs within the broad area of engineering specialty. Approves construction plans for engineering projects including costs estimates, specifications, and drawings.

Identifies, investigates, and analyzes a wide range of complex engineering problems. Recommends methods of resolving problems and recommending improvements in materials or practices. Interprets and enforces applicable engineering policies and standards

Serves as project manager on comprehensive engineering design projects; sets project parameters, evaluates compliance with project and engineering standards, and approves final design and installations.

Develops, prepares and presents engineering reports and studies to County Board and County Executive meetings as required.
Performs/coordinates necessary assessments, audits, studies, inspections, and test and develops short term and long term replacement/upgrade plans for building system and grounds.

Develops annual replacement/upgrade plans for building systems including cost estimates, drawings, and specifications; ensures work is in compliance with local, state and federal rules and regulations.

Plans and develop project budgets within overall budget and cost parameters, and develops appropriate project implementation strategies and plans.

Assists the Director with the preparation of the annual budget; develops and administers annual engineering budget.

Oversees, reviews, and approves the work of external engineering design and planning consultants; ensures that engineering designs are consistent with contract specifications and all relevant regulations and engineering standards.

Coordinates energy management efforts for Brown County buildings. Provides leadership for energy audits and energy efficiency and renewable energy projects. Develops, communicates and administers energy and sustainability policies, procedures, and initiatives.

Responsible for maintaining and updating major facility systems including preventive maintenance system for buildings, equipment, and vehicles (Archibus Facilities Management System), security system (Checkpoint Card Access/Security System), and Building Control Systems (Siemens and Invensys). Responsible for interface of Archibus and AutoCAD systems. Identifies, develops and manages information needed to maintain a safe and secure and efficient work environment.. Responsible for staff systems training.

Responsible for maintaining architectural, electrical, plumbing, furniture, equipment and fire protection drawings; maintains space drawings and databases.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

Computer and software programs including (but not limited to) energy modeling software; Archibus Computer-Aided Facilities Management system, AutoCAD, Checkpoint Card Access/Security system, Invensys and Siemens Building Control System, Microsoft Word, Excel, Power Point, Project, and Access.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's Degree from an accredited college or university in Engineering (Mechanical Engineering Preferred) plus 5 years of Facilities Engineering experience and/or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Valid Wisconsin Driver's License
Professional Engineering License preferred

Knowledge, Skills and Abilities:

Knowledge of engineering principles, practices, and procedures.

Knowledge of project management principles, practices, and procedures and administration.

Knowledge of and ability to perform strategic planning.

Knowledge of time management and organizational skills, and the ability to prioritize; principles of management and supervision.

Knowledge of building systems including mechanical, electrical, HVAC, automation, architectural and structural systems.

Knowledge of and ability to perform building systems assessments and to develop short range and long range replacement/upgrade plans.

Knowledge of facility construction, construction materials and methods, industry principles, practices and procedures.

Knowledge of methods, materials and equipment used in the operations, maintenance, and repair of building, equipment and grounds.

Knowledge in sustainable practices, green design criteria, and renewable energy technologies preferred.

Knowledge of and ability to utilize a computer and the required software.

Ability to demonstrate engineering skills in problem solving

Ability to interpret and/or develop engineering drawings and specifications for construction projects.

Ability to interpret data, identify system weaknesses and develop corrective measures.

Ability to develop facilities and projects plans.

Ability to develop and evaluate project specifications, estimates, designs, and drawings.

Ability to develop financial data and make recommendations based on the analyses and develop project budgets.

Ability to maintain accurate and current records regarding projects schedule, cost, and related data.

Ability to perform assessments, tests, and studies on a variety of facility and building topics.

Ability to manage renovation/repair of existing buildings, structures, and systems or design and construction of new buildings, structures, and systems.

Ability to communicate effectively both orally and in writing through the use of engineering or construction terminology.

Ability to create and deliver a strong presentation for various audiences.

Ability to establish and maintain effective working relationships with employees, contractors, officials and the public.

Ability to supervise, assign, schedule, monitor and evaluate the work of employees and contractors.

Ability to manage various systems and programs.

Ability to develop policies, procedures and systems.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Withstanding temperature changes in the work environment and exposure to potential hazards in the workplace.

Performing duties at a variety of heights, locations and conditions.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

New: 01/05

Revised: 07/10; 12/10

FACILITY AND PARK MANAGEMENT

Brown County



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WILLIAM E. DOWELL, CFM

FACILITY AND PARK DIRECTOR

Jan 14, 2011

To: Tom Hinz, County Executive
Ellen Sorenson, Director of Administration
Debbie Klarkowski, Human Resources Manager

Subject: Request to Fill - Facility Engineer

1. *Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form).*

The position description for the Facility Engineer was reviewed and updated to include a more thorough description of energy management duties when the A1 form was submitted in July 2010. The description has since been updated to include systems related duties which were transferred when the Assistant Facility Director position was eliminated in the 2011 budget.

2. *Are the duties of the position related to essential (mandatory) services? If yes, please explain.*

Yes. The Facility Engineer helps to insure that a safe and efficient work space is available to those County Departments and employees who provide essential (mandatory) services.

3. *Describe job performance measures for this positions (client, caseloads, work output, etc).*

The Facility Management Department provides facility services to Brown County Departments in 29 major buildings throughout the County covering 1,400,000 square feet.. Job performance measures at the organizational level include productively which is measured in hours of building maintenance service per sq ft of building space, customer service which is measured by scores of 1 to 5 on survey cards and which is converted to an over all percentage scale, schedule performance which measures the number of work orders closed each month against those scheduled to close, and budget performance. Job performance for the Facility Engineer is measured by satisfactory completion of assigned tasks, studies and analysis', schedule and budget performance for construction projects, and feedback from customers served.

4. *Explain how this vacancy presents opportunities to streamline process or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.*

The Facility Engineer position is a single employee position at Brown County. Project Manager duties for the Facility Engineer are similar to Project Manager duties accomplished by the Facility Planning and Project Manager position. Many construction projects can be worked by either position. However, some duties are position specific for each. For the Facility Engineer, these include mechanical system assessments, and planning, design, and replacement of mechanical systems, energy management, energy modeling, and energy efficiency and renewable energy projects. The vacancy provided an opportunity to review and compare in-house versus contacting Facility Engineering services. It has been determined that outside Facility Engineering services would cost at least 50% more than in-house Facility Engineering services.

5. *Are budgeted funds sufficient to cover the cost of filling the positions? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?*

The position was fully funded in the 2011 Budget and does not need to be held vacant to offset projected budget shortfalls.

6. *What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?*

The position has been vacant for more the (6) months and has caused delays of important Facility Engineering tasks, and inefficiencies and higher costs by reassigning projects to other staff and outside firms.

Projects and activities delayed include completion and close out of the CTC project, completion of block grant renewable and energy efficiency projects, installation of Arena/Resch Center projects including the Resch Floor Repair Project, completion of the 2010 Building Systems HVAC Assessment, and implementation of ADRC energy efficiency and renewable energy projects.

Engineering support for several Block Grant projects were outsourced in the last three months. These include PV (Photovoltaic) projects at Barkhausen, the Fairgrounds, Way-Moor Park, and the Sheriff Office; Solar Hot Water projects at the Jail and Shelter Care, and a Small Wind Project at Bayshore Park. The total amount of engineering contracts awarded for Block Grant Projects are approximately \$69,000. In addition a contract was also awarded to provide engineering support for the ADRC PV project for \$9150.

Projects remaining to be outsourced include the Courthouse Building Automation System and the Courthouse Square Lighting Project, which are Block Grant Projects, and the ADRC HVAC System Upgrade. The Courthouse Square and ADRC projects were recommended during Energy

Audits by both FOE (Focus on Energy) and General Energy Corp. Design, bidding, and contract award for the Block Grant projects must be completed by April 1, 2011 in order to receive the grant.

Other Projects planned for 2011 which will need in house or outside engineering support include upgrades to the Courthouse Security System including the Camera System and the Duress Alarm System, and the Courthouse Video Conferencing System. The Resch Center Floor Project and Arena Repair Projects will also need support.

Also there are several building/property projects that need Facility Planning support in 2011. These include the Feaker property across from the Fairgrounds, the White Building on Broadway, and the Adams St Bldg that ADRC is considering for the Wheels on Meals program.

It is Facility and Park Management's recommendation that this position be filled as soon as possible.

Sincerely,

Bill Dowell

2011 Cost of Budgeted Position
Facilities Engineer
Grade 23, Step 4

2011 Annualized Fiscal Impact:

	Facilities Engineer
2011 Salary	\$ 71,643.00
2011 Fringe Benefits	<u>\$ 36,516.44</u>
Total 2011 Salary & Fringe:	<u><u>\$ 108,159.44</u></u>