

**AMENDED RESOLUTION APPROVING EMPLOYMENT CONTRACT BETWEEN
THE SARPY COUNTY AND CITIES WASTEWATER AGENCY AND JEFFREY L.
THOMPSON**

WHEREAS, pursuant to the Interlocal Cooperation Act, Neb. Rev. Stat. § 13-801, et seq. (the “Act”), Sarpy County and the Cities of Papillion, Bellevue, Springfield, La Vista and Gretna entered into that certain Interlocal Agreement Creating the Sarpy County and Cities Wastewater Agency dated September 19, 2017 (as amended, the “Formation Interlocal”) and formed the interlocal agency called the Sarpy County and Cities Wastewater Agency (the “Agency”) (all capitalized terms not otherwise expressly defined herein shall have the same meanings as provided in the Formation Interlocal). The Formation Interlocal is incorporated herein by this reference;

WHEREAS, the Agency is a separate body corporate and politic under the Act;

WHEREAS, pursuant to the Agency Formation Agreement, the powers of the Agency as a body are exercised by the Agency Board;

WHEREAS, pursuant to Section V of the Agency Formation Agreement, the Agency has the authority to, among other things, hire employees, fix their compensation and benefits, adopt personnel rules and regulations, and terminate their employment, as needed;

WHEREAS, the Agency has received a draft Employment Contract (“Employment Contract”) with Jeffrey L. Thompson (“Employee”), pursuant to which the Agency will hire Employee serve as the Agency’s Project Engineer. The draft Employment Contract is attached hereto as **Exhibit A**; and

WHEREAS, the Agency Board discussed the Employment Contract and after discussion the Agency Board deemed it appropriate and advisable after an amendment to approve the Employment.

NOW, THEREFORE, BE IT RESOLVED BY THE AGENCY BOARD that the Amended Employment Contract is hereby approved and the Agency is authorized to hire Employee in accordance with the terms thereof; and

NOW, THEREFORE, IT FURTHER BE RESOLVED BY THE AGENCY BOARD that the Agency Board Chair is hereby authorized to execute, on behalf of the Agency, the Employment Contract and any and all documents associated with or in furtherance of the same, subject to clerical and/or administrative changes deemed necessary and approved by the Agency Board Chair and Agency Administrator and approved as to form by Agency legal counsel.

The above Resolutions were approved by a vote of the Sarpy County and Cities Wastewater Agency Board at a public meeting duly held in accordance with applicable law on the 25th day of August 2021.

ATTEST:





Sarpy County and Cities Wastewater
Agency Board Chair



Sarpy County and Cities Wastewater
Agency Secretary

Exhibit A

Employment Agreement

[Attached]

EMPLOYMENT CONTRACT

THIS CONTRACT is made between the Sarpy County and Cities Wastewater Agency of Sarpy, Nebraska, a separate body corporate and politic under the provisions of the Interlocal Cooperation Act, Neb. Rev. Stat. § 13-801 et seq. (hereafter the "Agency") and Jeffrey L. Thompson (hereafter "Thompson").

WHEREAS, the Agency was created by the County of Sarpy, Nebraska, the City of Papillion, Nebraska, the City of Bellevue, Nebraska, the City of Springfield, Nebraska, the City of La Vista, Nebraska and the City of Gretna, Nebraska immediately upon the execution of an Interlocal Cooperation Agreement dated the 19th day of September 2017(hereafter "Agreement"); and

WHEREAS, the Agency has explicit powers to hire employees, fix their compensation and benefits, adopt personnel rules and regulations, and terminate their employment, as needed; and

WHEREAS, the Agency has selected Thompson to be the Agency Project Engineer; and

NOW, THEREFORE, in consideration of the above and foregoing, IT IS HEREBY AGREED:

1. COMMENCEMENT AND TERM:

This contract (hereafter "Contract") commences October 1, 2021 and terminates on September 30, 2025. This Contract shall not renew automatically.

2. EMPLOYMENT AND POSITION DUTIES:

- a) Agency hereby employs Thompson as its Project Engineer. Exhibit "A" attached hereto and incorporated herein by this reference contains the duties and responsibilities of the position of Project Engineer. By agreeing to perform this Contract, Thompson shall be under a duty to perform on behalf of Agency each of said items listed in Exhibit "A" in a reasonable and professional manner, exerting such time and effort as may be required to do so. It is recognized that Thompson must devote a great deal of time outside the normal office hours on Agency business, and to that end, Thompson shall be allowed to establish an appropriate work schedule. That schedule shall include flexible work hours as approved by the Agency Administrator. The Agency shall provide Thompson with equipment that is essential to the job duties, like laptops, computer screens, specific software (i.e., asset management, BlueBeam, Microsoft Office, ArcGIS, AutoCAD, VPN, etc.), headsets, etc. and residency within Sarpy County or any of the Member City's in not

required as a term of this contract or employment.

3. COMPENSATION AND BENEFITS: The following compensation terms and benefits schedule apply during the term of the Contract:
- a) It is recognized and understood that Thompson brings a unique set of knowledge, skills, and abilities to the position. In order to recruit and retain Thompson as the Agency Project Engineer, the Agency finds it necessary to engage in a formal employment contract with Thompson.
 - b) Future Employees: It is anticipated that over time, the Agency may add employees. When or if the Agency determines additional employees are needed, a separate set of compensation and benefits will be promulgated and approved by the Agency Board for those new employees. The adoption of a compensation and benefit plan for future employees will not affect the terms and conditions of this agreement. Changes to the terms and conditions of this contract must be mutually agreed upon and approved by both Thompson and the Agency.
 - c) Thompson shall be paid an initial salary at the rate of \$133,500.00 per annum beginning upon execution of this contract.
 - d) Merit Based Pay: On an annual basis, Thompson will be eligible for a merit-based pay increase between zero percent and five percent. The merit-based pay will be determined based upon a set of mutually agreed upon performance standards between Thompson and the Agency Administrator.
 - e) The above referenced salary shall be paid in equal installments in the same manner as other Agency or Agency Members exempt employees and in accordance with the Agency's payroll processing schedule. Should this Contract be terminated Thompson shall only be entitled to the pro-rata compensation earned up to the date of termination.
 - f) The Agency shall establish and provide Thompson with a Post-Employment Health Plan (PEHP) under this contract. The Agency agrees to contribute to the Plan on behalf of Thompson an amount of thirty dollars (\$30) per month. Additionally, on the first (1st) of each June, the Agency will convert 20 hours of sick leave to cash for Thompson and contribute the cash to Thompson's PEHP Health Insurance Premium account.
 - g) The Agency will grant holiday time off to Thompson on the holidays listed below:
 - New Year's Day
 - Martin Luther King, Jr. Day

- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve (half-day)
- Christmas Day
- New Year's Eve (half-day)

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

- h) The Agency shall provide comprehensive workers' compensation insurance program for Thompson. This program is designed to provide certain benefits Thompson should he sustain injury by accident or occupational disease arising out of and in the course of employment, and who are not willfully negligent at the time of injury. Thompson may be entitled to medical, indemnity (wage loss), vocational rehabilitation, and death benefits.
- i) Should Thompson wish to take time off due to a death, he should notify the Agency Administrator as soon as possible. Thompson shall be allowed up to three (3) days bereavement leave for immediate family and one (1) day for extended family with regular pay, without deduction for his accumulated sick leave. Immediate family is defined as the employee's spouse, parent, child, sibling, or legal guardian; the employee's spouse's parent, child, sibling, or legal guardian; the employee's child's spouse; grandparents or grandchildren. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Thompson may, with Agency Administrator approval, use any available paid leave for additional time off as necessary.'
- j) Through the Employee Assistance Program (EAP), the Agency shall provide confidential access to professional counseling services for help in confronting personal problems such as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to Thompson and his immediate family members by offering problem assessment, short-term counseling, and referral to appropriate community and private services.

- k) The Agency will provide educational reimbursement to Thompson
Maximum annual reimbursement is \$2,000 for undergraduate degrees and \$3,000 for graduate degrees. Eligible reimbursable expenses include actual costs for tuition, enrollment fees, textbooks, and other fees. Travel expenses will not be covered. Approved requests are reimbursed at the completion of the course by providing a grade report and according to the following schedule:

Grade of "A" 90 % reimbursement
Grade of "B" 80 % reimbursement
Grade of "C" 70 % reimbursement
Below "C" 0 % reimbursement

- l) Agency contracts with Sarpy County for the provision of insurance benefits. Thompson and/or dependents may participate in the Sarpy County insurance program and 125 Plan if eligibility requirements are met. Thompson understands and agrees that the insurance benefits and contribution rates may be modified on an annual basis for a January 1st effective date. The insurance plans shall provide Thompson and his dependents access to medical, dental, vision and other supplemental insurance benefits, basic group term life and group AD&D insurance plans, Long-Term Disability plan. Thompson shall be eligible on his first of the month after hired. Unless otherwise specified herein, as, Agency Project Engineer, Thompson shall be entitled all insurance as approved and adopted by the Sarpy County Board of Commissioners.
- m) Thompson, may retire with a minimum of 15 years of service and is at least age fifty-five (55) years until reaching his sixty-fifth (65*) birthday, may continue in the primary medical, dental and vision insurance program. The premium paid by the Agency for those qualifying is as follows:

Age fifty-five through fifty-nine (55-59): The Agency will pay 50% of the monthly premium for single, employee/spouse or family coverage for employees.

At age sixty (60) until reaching their sixty-fifth (65) birthday: The Agency will pay 100% of the monthly premium for single and 50% employee/spouse or family coverage for employees.

Eligible employees must be enrolled in the current Agency Health program prior to retirement. (*Prior to reaching age 65, the employee is advised to contact the Social Security Administration to begin the transition process for Medicare coverage and research

possible Medicare supplemental insurance coverage prior to enrolling in specific Medicare option(s).)

For the purposes of this contract only, Thompson will be given 5.75 years credit for previous government service as a credit towards the "15 years of service" requirement."

- n) The Agency shall pay 100% of all professional license fees related to his position (i.e., State bar dues, civil engineering registration, CPA license, appraisal license, etc.) including all business travel expenses associated with maintenance of those licenses. Thompson shall become a member of appropriate professional organizations/associations (i.e., NASSCO, APWA, NWEA, etc.) and attend appropriate professional and civic meetings at the local, state and national levels; provided that such attendance does not interfere with the proper performance of his duties.
- o) Upon hire, the Agency will credit Thompson with 80 hours of vacation leave. Thereafter, Thompson will accrue vacation leave on a bi-weekly basis at the rate of 6.153 hours to a maximum accrual of 360 hours. Thompson shall accrue sick leave at the rate of 4 hours on a bi-weekly basis to a maximum of 1040 hours. In the event that this Contract is terminated by either party, Thompson shall be paid all accumulated vacation leave and one-half of his sick leave computed on an hour-for-hour basis determined by his base salary divided by 2,080.
- p) The Agency will provide Thompson with a vehicle to conduct Agency business. Thompson acknowledges that should he take the vehicle home, it may be considered a taxable benefit. Thompson acknowledges that his use of such vehicle may constitute a taxable benefit to him in whole or in part, and that the Agency shall be responsible for any and all tax liabilities arising from his personal use of such vehicle, if any. The Agency shall also pay reasonable operating costs of such vehicle to include insurance, registration and taxes, maintenance, fuel and other related costs.
- q) Agency shall pay Thompson the sum of \$100.00 per month as a cell phone allowance to own, operate, and maintain a cell phone. By receiving this allowance, Thompson shall not be entitled to reimbursement under any other Reimbursement Policy.
- r) Thompson is entitled to any other such benefits that may increase or decreased as may be required by law.
- s) As an employee of the Agency, Thompson is eligible to participate In Sarpy County's 457(b), Deferred Compensation Program, sometimes referred to as a Retirement Savings Plan. Employee contributions to the

457(b) plan are voluntary however, should the employee participate, the Agency will match dollar for dollar up to eight percent (8%) of the employee's annual salary. Agency contributions shall be deposited into a 401(a) plan. Both the Agency and the employee are required to adhere to annual contribution limits designated by the Internal Revenue System (IRS). Employee contributions will be made through payroll deductions. Thompson will be 100% vested effective upon the completion his first pay period.

- t) The Agency shall provide Thompson with administrative support staff as necessary through the Agency Members, Consultants, and potentially other Agency staff, as directed by the Agency Administrator. Any additional Agency staff must be recommended by the Agency Administrator and approved by the Agency Board through the Agency's budget process.

4. TERMINATION:

- a) The Agency Administrator with a supporting majority vote of the Agency members may, by Board Resolution but not without demonstrated cause, terminate this Contract during its term for any of the following reasons:
 - i. the breach of any of the material provisions of this Contract.
 - ii. incompetence.
 - iii. neglect of duty;
 - iv. unprofessional conduct;
 - v. insubordination of lawful and reasonable orders;
 - vi. immoral conduct or conduct involving moral turpitude;
 - vii. physical or mental incapacity;
 - viii. conviction of a felony; or
 - ix. any conduct that substantially interferes with Thompson's continued performance of his duties.
- b) Thompson may terminate this Contract by providing sixty (60) days' notice to the Agency Administrator. There shall be no penalty for early termination of this Contract by Thompson or by the Agency for reasons outlines in Section 4(a), however should the Agency dissolve pursuant to the Agreement, Thompson shall be entitled to disbursement of all compensation and benefits outlined under this contract.
- c) In the event of the death of Thompson, the employment term and the Contract shall automatically terminate and be of no further force or effect.

5. GOVERNING LAW:

The parties shall be governed by all applicable state and federal laws, rules, and regulations in performance of their respective duties and obligations under this Contract.

6. AMENDMENTS IN WRITING AND BY RESOLUTION:

This Contract may be amended only by mutual written addendum of the parties.

7. INTEGRATION:

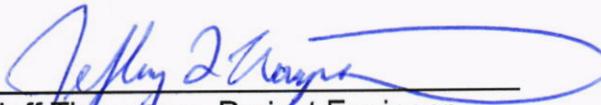
This Contract constitutes the entire agreement of the parties relating to the subject matter addressed in this Contract. This Contract supersedes all prior communications, contracts, or agreements between the parties with respect to the subject matter addressed in this Contract, whether oral or written.

8. SEVERABILITY:

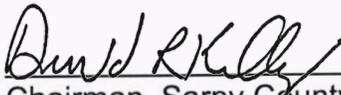
If any portion of this Contract shall be declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions.

If any portion of this Contract shall be declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions.

DATED this 25th day of August, 2021



Jeff Thompson, Project Engineer



Chairman, Sarpy County and
Cities Wastewater Agency

ATTEST:



Secretary, Sarpy County and Cities
Wastewater Agency



EXHIBIT "A" – JOB DESCRIPTION

SARPY COUNTY AND CITIES WASTEWATER AGENCY

JOB DESCRIPTION

CLASS TITLE: Project Engineer
SUPERVISOR: Agency Administrator
DATE: June 2021
REVISION DATES:
LOCATION:

GRADE: NA
UNION: NA
FLSA: Exempt

GENERAL PURPOSE

Under the general direction of the Agency Administrator, the Project Engineer performs a variety of professional, technical, supervisory, and administrative work in ensuring purchasing functions, contract administration, capital projects, developer agreements, and utility billing are completed requiring extensive responsibility and independent judgment.

SUPERVISION EXERCISED

Supervise subordinate staff as assigned and assist in training staff. In addition to regular work assignments as outlined in the job description, the Project Engineer must create a cooperative, safe, respectful, and quality work environment.

ESSENTIAL FUNCTIONS

Ensure purchasing functions and contract administration are in accordance with Nebraska State Statutes and Agency policies and procedures.

Manage the Agency's operation and ensure compliance with the maintenance agreements and NPDES permit. Resolve conflicts and/or issues arising out of Agency operations or compliance with the applicable agreements and permits.

Manage and ensure compliance with the Agency's agreements with developers, consultants, contractors, vendors, and professional firms. Resolve conflicts and/or issues arising out of the agreements.

Prepare award recommendations and required documentation including, but not limited to, resolutions, agreements, bid tabulations, and memos ensuring compliance with applicable policies and statutes; present award recommendations at Agency meetings.

Function as the Agency Project Manager and Owner Representative for all construction projects from inception to conclusion by performing on-site visits, inspecting work for completeness and adherence to proper work methods/specifications, monitoring and reviewing progress, scheduling and chairing meetings, processing and approving pay

applications and change orders, and coordinating with parties to resolve any issues that arise during the procurement and implementation process. "Owner Representative" is defined as the individual designated by the Agency Administrator to oversee and serve as the main point of contact for projects.

Perform advanced engineering work in the day-to-day planning and organizing of Agency operations and functions.

Coordinate, review, and evaluate the construction documents prepared by the Agency's contract engineers, independent contract service providers, construction contractors, and other contractors.

Integrate the efforts and planned results of construction improvement projects and contract services with ongoing and planned maintenance and repair by the Agency and all contractors and service providers.

Use a computer or other digital device to enter and maintain records, perform contract management, utilize work order information into asset management software, review system Supervisory Control and Data Acquisition (SCADA) information, and maintain and send out utility billing information to appropriate entities.

At least monthly and upon request, prepare and present Agency status reports to the Agency Board of Directors and Agency Administrators; answer questions; provide follow-up, as needed.

In cooperation and collaboration with Agency consultants, Agency Administrator, and Agency Treasurer, develop and administer the Agency's budgets for each project.

Schedule, coordinate, and attend project review meetings as well as participate in quality assurance discussions.

Manage all purchasing, contracts, and bidding processes; ensure compliance; negotiate new terms; resolve any conflicts or issues.

Manage the Agency's property lease agreements, including negotiating initial leases and renewals and identifying available properties.

Research, develop and prepare bid documents in the electronic procurement system, including, but not limited to, Invitation for Bid (IFB), Request for Proposal (RFP) and Request for Quotations (RFQ).

Conduct public bid/proposal opening in accordance with established procedures.

Review budget requests during budget process for new or revised contracts or services to determine need, manage and plan for implementation once budget is approved.

Research, develop and maintain effective professional relationships with vendors.

Collaborate with governmental entities regarding purchasing duties.

Oversee Agency capital improvement projects; provide estimates and forecasts of costs for long-range improvement projects; coordinate and recommend selection of consultants and service providers; provide assistance in the development of long-range plans for Agency Facilities, research and prepare projections related to expenditures, revenues and needs.

Manage the life cycle of projects, including but not limited to public involvement, meeting scheduled progress/deadlines, and meeting authorized budget objectives for assigned projects.

Oversee consultants, contractors, vendors, and professional firms, holding them accountable regarding all capital improvement projects, including but not limited to construction, facilities, environmental, engineering, and construction activities.

Schedule, coordinate, and attend project review meetings and participate in quality assurance discussions.

Work with external agencies as directed.

Provide responsible support and assistance to the Agency Elected Officials and other Agency representatives with assigned projects.

In cooperation and collaboration with Agency consultants and Agency Administrator, develop, implement, and monitor Agency policies, procedures and long-term objectives, and ensure compliance with applicable Federal, State and Local laws and regulations.

Assist the Agency Administrator and Agency Treasurer in the preparation of the annual Agency budget.

Receive, examine and approve/disapprove payment of Agency bills.

Create, present, and provide accurate and timely reports as necessary/directed, including, but not limited to, monthly progress reports, billing reports, and presentations to the Agency Administrator and/or Agency Board.

Encourage and support a diverse, safe, and respectful workplace.

Ensure project documentation and reports are complete, compliant, current, and stored appropriately.

Effectively communicate in a professional manner, including, but not limited to, composing emails, letters, reports, memorandums, and presentations.

Ensure compliance with Agency policy and safety procedures.

Research and stay abreast of new trends and innovations in wastewater industry work related areas.

Report to assigned worksite with regular, predictable, and consistent attendance.

Operate various tools, equipment, and vehicles safely, efficiently, and according to departmental policies and procedures.

Operate standard office equipment and applications including, but not limited to, computer, email, copier, telephone, etc.

Establish and maintain positive public relations with the general public, other employees, Agency officials, and officials from other entities.

MARGINAL FUNCTIONS

Attend seminars and in-service training, as needed.

Serve as an Agency representative on various committees, as directed by the Agency Administrator.

Assist in other Agency functions, as directed by the Agency Administrator.

The job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY

Extensive knowledge of and ability to interpret and apply Federal, State, and local policies, laws, codes, regulations, standards, and procedures which impact Agency operations.

Ability to lead and attend weekly construction management projects and serve as the Owner Representative at the meeting.

Extensive knowledge of and ability to apply Agency purchasing policies, methods, and procedures (e.g. RFP's, RFQ's, etc.).

Extensive knowledge of the operational characteristics, services and activities of project

management.

Working knowledge of sources of supplies, price trends, quality of materials and equipment related to the wastewater industry.

Working knowledge of the principles and practices of budget preparation and administration.

Working knowledge of and ability to use computers and software, including but not limited to Microsoft Office suite, Geographical Information Systems (GIS) software, and department-specific software.

Ability to demonstrate problem solving/analysis skills.

Ability to demonstrate decision-making and leadership skills.

Ability to demonstrate exemplary time management, project management, strategic management, and organization skills.

Ability to prepare and present information to diverse audiences.

Ability to communicate effectively both verbally and in writing.

Ability to prepare, present, and conduct presentations.

Ability to exercise discretion and independent judgment.

Ability to analyze complex contracts and specific data elements and draw logical conclusions.

Ability to perform tasks with attention to detail and a high degree of accuracy.

Ability to observe and ensure proper safety precautions.

Ability to work independently or as part of a team, as the situation dictates.

Ability to manage multiple and changing priorities, work under time constraints/frequent interruptions, and function during stressful situations.

Ability to manage and maintain confidential and sensitive information and materials.

Ability to operate office equipment such as phone, computer, printer, scanner, copier, and fax machine, along with specific tools, software/hardware, and equipment necessary to successfully perform job duties.

Ability to learn and apply precautions necessary to work safely with and around the general public, areas of traffic, places of business, etc.

Ability to accept and follow directions.

Ability to safely operate departmental tools, equipment, and vehicles pertaining to the duties performed.

Ability to learn the geographical layout of assigned areas and traverse these areas safely and efficiently.

Ability to plan and organize a personal work schedule, set priorities, and meet deadlines.

Ability to deal with the general public in a courteous and tactful manner.

Ability to perform basic mathematical calculations.

Ability to employ basic mechanical skills, as needed.

Ability to communicate clearly and the ability to follow verbal and written instructions accurately.

Ability to maintain regular and dependable attendance on the job, including attendance and job performance for possibly prolonged periods of time due to emergencies and similar situations of public necessity.

ESSENTIAL EDUCATION AND EXPERIENCE:

1. A minimum of seven (7) years of bona fide work experience in a civil engineer, wastewater engineer, environmental engineer, sewer superintendent, utility superintendent, or similar position, required.
2. A minimum of three (3) years of bona fide work experience in contract administration or project management required.
3. Experience in managing large projects (\$1,000,000+) required; government experience preferred.
4. Must be registered in the State of Nebraska as a Professional Engineer.
5. Bachelor's Degree in Civil Engineering or a related engineering field from an ABET accredited college, required.
6. Must possess a valid driver's license.
7. Must be bondable.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this

job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential tasks.

Work requires physical activity including frequent standing/remaining upright and walking/moving about as well as occasional sitting/remaining stationary, and positioning (e.g. balancing, bending, stooping, kneeling, twisting/trunk rotation, jumping, crouching, reaching across midline, crawling, and climbing).

The employee must frequently lift/move/maneuver up to 50 pounds and must have the ability to transport themselves to and from various locations within the Agency's jurisdiction.

The employee must possess the hand-eye coordination and manual dexterity necessary to operate/manipulate equipment (e.g. use hands to finger, handle, or feel objects/tools) to perform the essential functions of the job.

Required sensory abilities include vision, hearing, smell and touch. Visual abilities, correctable to normal ranges, include close and color vision as well as the ability to adjust focus. Communication abilities include the ability to talk (i.e. verbal exchange/exchange information) and hear (i.e. exchange information accurately) within normal ranges. Incumbent must be able to exert sustained concentration for several hours at a time.

Work is performed regularly both in an office setting and outside in outside weather conditions. Working hours are typically during day-shift hours, however work hours may occasionally include early mornings, evenings, weekends, holidays, and call-ins. Work may be fast-paced when dealing with multiple priorities and time constraints. The employee periodically works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee periodically works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the outside work environment may be loud, and moderately quiet in the office work environment.

Work requires interaction with the general public and may be stressful when dealing with irate customers and/or citizens.

SELECTION GUIDELINES:

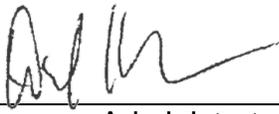
Formal application, rating of education and experience, interview, reference checks, successful completion of a national criminal background check, successful completion of a pre-employment drug screen, and other job-related tests or checks as may be required.

DISCLAIMERS:

The job description is current as of the date signed. Any omission of specific statements does not exclude them from the position if they are similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature



Agency Administrator Signature

Date

August 2, 2021

Date