

Facilities Management Committee Meeting

4/4/2022 at 4:00 PM

***** 111 W. Fox St. *****

***** County Board Room 210 *****

- - - -Agenda Topics - - - -

Call to Order

- 1) Roll call**
- 2) Determination of a Quorum**
- 3) Approval of the Mar. 2022 meeting minutes.**
- 4) Approval of Agenda**
- 5) Public Comment**

Old Business/Projects – Updates

- 1) County Seals on 111 W. Fox St. Facades**
- 2) Public Safety Center MZU-5 VAV Conversion**
- 3) Jury Deliberation Furniture**
- 4) Jury Deliberation Carpeting Change**
- 5) CDC Trailer Setup by Courthouse**
- 6) Circuit Clerk Counter Changes**
- 7) UPS Battery Replacements**
- 8) Probation Office Dressing Rooms Project**
- 9) Animal Control Kennel Sound Baffles**
- 10) Remodel for Inspector General Office at the Public Safety Center**
- 11) Historic Courthouse Window Replacement Project**
- 12) Courthouse Roof Replacement Project**

New Business/Projects

- 1) Chair Report**
 - **Regional Office of Education Needs Presentation**
 - **Mr. Chris Mehochko – Premier Academy**
 - **Review KCFM Job Descriptions**
 - **Dewberry CAD Files Agreement Discussion**
- 2) KCFM Truck ITB**
 - **Bid Results**
- 3) AE Needs Assessment Project**
- 4) Defibrillators Replacements at COB**
- 5) Window replacements at County Office Building**

Staffing/Training/Safety

- 1) Reportable labor hours**

Other Items

- 1) CMMS Charts**
 - a. Reported vs. Completed, b. Work orders reported by building current month.**
 - b. Work orders by work type current month.**

Executive Session

Other Business

Public Comment

Questions from the Press

Adjournment

Facilities Committee Agenda
April 4, 2022

Call to Order

- 1) **Roll Call**
- 2) **Determination of a Quorum**
- 3) **Approval of the March 2022 meeting minutes.**
- 4) **Approval of Agenda**
- 5) **Public Comment**

Old Business/Projects – Updates

- 1) **County Seal on 111 W. Fox St. Facades**
 - Quote was signed by CA Koeppel.
 - Signed quote forwarded to Aurora Sign.
 - Permit was applied for with the City of Yorkville.
 - Once permit is approved, Aurora Sign will move forward with production.
- 2) **Public Safety Center MZU#5 VAV Conversion**
 - Trane had balancers out to check the current air flow conditions to verify the current setup. Two zones were found with issues. KCFM techs investigated the issues and corrected the issues found.
 - Trane will send balancers out to verify conditions after these changes were made and prior to installation of the new setup.
 - Materials are still on track to ship April 13, 2022. So, Trane is currently planning to start installation of the new setup late April.
- 3) **Jury Deliberation Furniture**
 - Tables were installed as expected..
 - The chairs for CR#113 Jury Deliberation are still due in April 14th.
- 4) **Jury Deliberation Carpeting Change**
 - Carpeting installed for CR#112 Jury Deliberation completed the week of March 21, 2022.
 - **Project complete.**
- 5) **CDC Trailer Setup by Courthouse**
 - Director Smiley informed Westat Mgmt. that the Facilities Committee's direction was to have the trailers hooked up to a temporary new feed from ComEd.
 - Westat had their electrician fill out the required ComEd form and Mr. Smiley contacted his rep. to get this process moving.
 - Westat then requested to go back to the idea of setting up the trailers on the parking lot versus the green space next to the Courthouse. Westat Mgmt. told Mr. Smiley they had talked to Sheriff Baird while onsite weeks ago about possibly going this route instead. So, Jim verified with U.S. Richardson that we could go ahead with the idea of setting up the trailers this way. The only issue Mr. Richardson brought up was National Night Out in August. So, Jim will make Westat aware of the increased activity on the campus setting up for this event and on the actual day of National Night out.
 - Westat's setup coordinator also contacted Director Smiley about meeting onsite Thursday, April 7, 2022 to review the setup with him and the contractors planned to be working on the project.

6) Circuit Clerk Counter Changes

- KCFM staff relocated the wiring temporarily in order for the counter changes to be installed.
- The counter changes were made the week of April 14, 2022.
- KCFM staff re-installed the wiring to the counter and to the rest of the counter along the main entrance of the Circuit Clerk's office.
- Technology staff relocated the computers back to the new counter setup.
- The project is substantially complete and in operation again.
- CC Prochaska requested a new sign to be installed after the counter was completed.
- KCFM is in the process of getting a proof made then the sign will be ordered and installed.

7) UPS Battery Replacements

- Batteries are on order.
- Director Smiley has received confirmation on this. But is still waiting for a delivery and installation date.

8) Probation Office Dressing Rooms Project

- New rooms are substantially complete.
- AD/PM is working on getting carpet & base installed to complete the project.

9) Animal Control Kennel Sound Baffles

- Order was placed the week of March 28, 2022.
- KCFM expects delivery of material within 4-6 weeks.

10) Remodel for the Inspector General Office at the Public Safety Center

- **Project completed the week of March 28, 2022.**

11) Historic Courthouse Window Replacement Project

- Windows were ordered the week of March 21, 2022.
- This includes the separate order for the three additional windows approved to be installed this year.
- Expected delivery of windows is 16 weeks.

12) Courthouse Roof replacement Project

- Contract was provided to Garland/DBS. The week of March 21, 2022.
- Garland/DBS is currently working on getting a date for non-Garland materials for the project.
- Current projected replacement date is sometime in June.

New Business/Projects

1) Chair Report

a) Regional Office of Education

- Needs Presentation
 - Mr. Chris Mehochko – Premier Academy
- Review KCFM Job Descriptions
- Dewberry CAD Files Agreement Discussion

2) KCFM Truck ITB (Invitation to Bid)

- KCFM advertised an ITB based on the last truck purchase we made that was due March 28, 2022.
- Review Bid Results – See attachment

3) AE Needs Assessment Project

- CA Koeppel & Director Smiley met with Cordogan Clark representatives to discuss a contract for the needs assessment projects at the County Office Building, KCFM/Coroner Office and Sheriff's Office.
- Cordogan Clark feels they can do both assessments simultaneously.
- A base contract we have used for professional services was decided to be used since it already contained much of what the State's Attorney's office normally requires to be in contracts, with a scope of work based on the ITB.
- Cordogan Clark put together the proposed contract and Director Smiley sent it to the State's Attorney's office for review.
- Our hope is to get this completed so that it can go to the full county board at the April 19, 2022 meeting.

4) Defibrillators Replacement at the County Office Building

- We changed the battery in the unit located in the County Board room conference room in the past year.
- The pads recently expired and KCFM staff found that replacement pads are no longer available.
- Director Smiley discussed this with CA Koeppel and it was decided to get replacements for each floor and to mount them in the open hallway with signage.
- The cost is \$1,350.00 per unit and Mr. Koeppel said they could be paid from the capital line approved for the facility in the 2022 fiscal year.

5) Window replacements at the County Office Building

- The plan for 2022 was to replace as many windows as possible in the Treasurer's office this year.
- Based on windows purchased during the County Board room remodel Director Smiley budgeted \$15,000.00 for the fiscal year 2022.
- There are ten windows in the first floor Treasure's office.
- The replacement cost came in at \$26,250.00 or \$2,625.00 per window including drywall repair and painting.
- The quote for the ten windows includes repairing 100 feet of drywall and repainting around the windows.
- Director Smiley is looking for direction on this item.

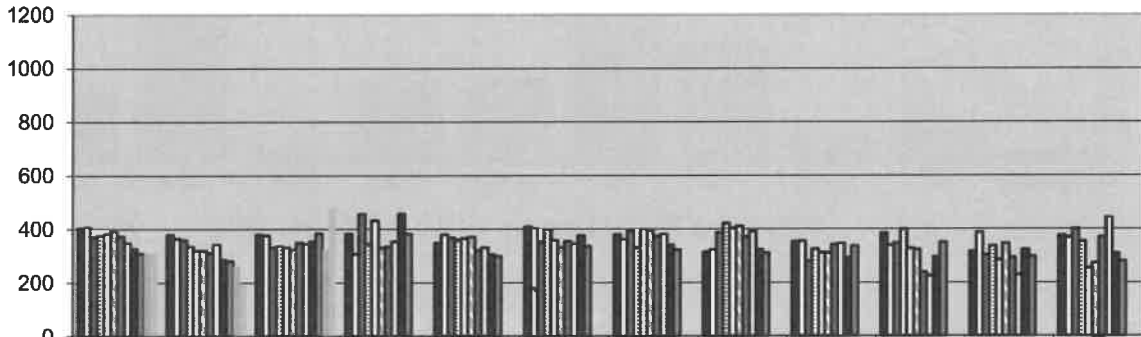
March 2022

Staffing/Training/Safety:

DESCRIPTION	Mar-22	Feb-22	Jan-22
Possible Work Hours (6 employees @ 8 hrs)	1,104.00	864.00	960.00
Paid/Unpaid Leave	32.00	40.50	64.00
Holiday	0.00	96.00	48.00
Bereavement	0.00		
* FMLA/WC	0.00		
<i>Regular Productive Hours</i>	<i>1,072.00</i>	<i>727.50</i>	<i>848.00</i>
Overtime Worked	43.75	45.25	56.50
<i>Total Productive Hours</i>	<i>1,115.75</i>	<i>772.75</i>	<i>904.50</i>

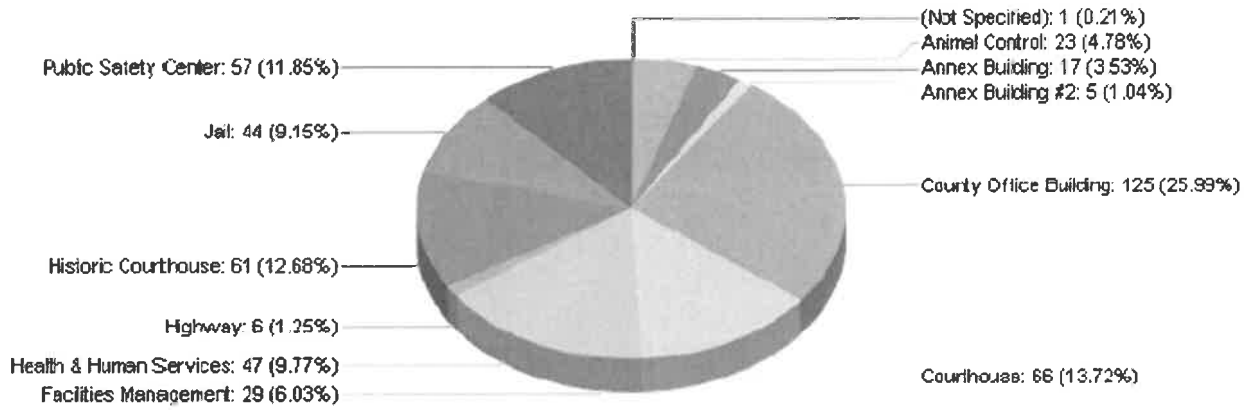
Reported/Completed Work Orders 2022

Reported vs Completed 2017 - Current

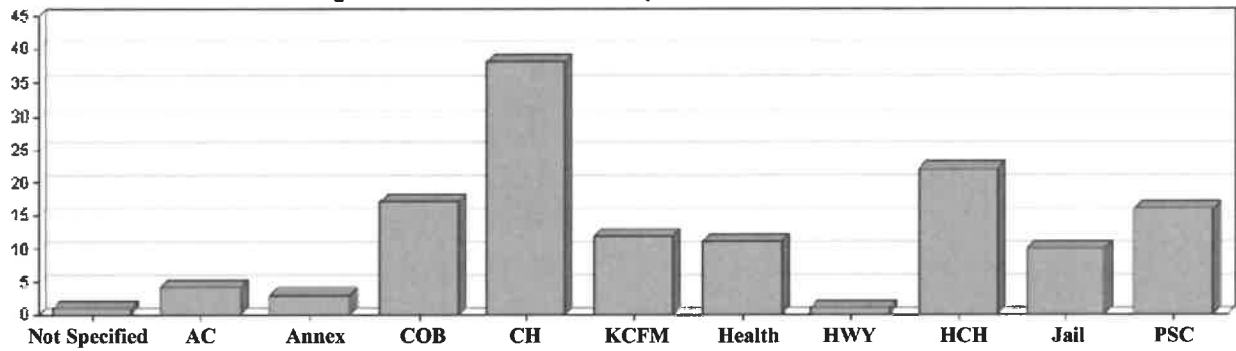


■ 2017 Reported	403	379	379	382	347	408	378	314	352	385	315	375
■ 2017 Completed	406	364	376	307	380	401	360	322	355	339	387	368
■ 2018 Reported	367	358	331	456	368	350	394	387	279	347	302	400
■ 2018 Completed	373	334	334	345	360	397	327	422	325	399	335	354
■ 2019 Reported	378	319	331	432	366	357	396	402	312	327	284	253
■ 2019 Completed	390	319	323	331	370	331	390	410	311	322	345	272
■ 2020 Reported	373	311	349	334	320	353	373	371	341	238	293	369
■ 2020 Completed	348	341	343	354	331	344	380	392	345	225	228	442
■ 2021 Reported	326	286	354	457	304	375	340	323	293	295	323	308
■ 2021 Completed	308	281	383	382	299	335	323	311	336	350	297	280
■ 2022 Reported	308	263	329									
■ 2022 Completed	312	197	481									

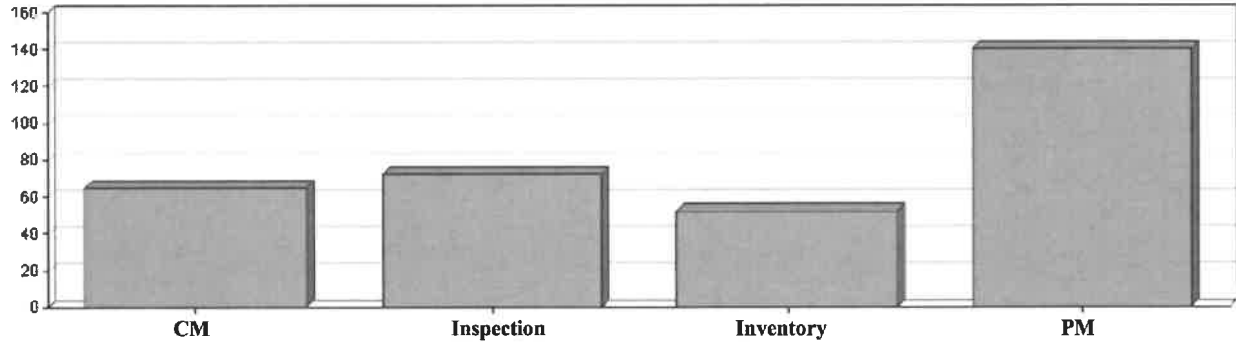
Completed Work Orders March 2022



Reported Work Orders by Location March 2022



Reported Work Orders by Task March 2022



OTHER BUSINESS

CITIZENS TO BE HEARD

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be on May 2, 2022. The meeting will be held at the County Office Building 111 W. Fox Street, Yorkville in the County Board room.

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, MARCH 7, 2022**

Committee Chair DeBolt called the meeting to order at 4:00 p.m.

Roll Call: Members Present: Dan Koukol, Matt Kellogg, Scott Gryder, Judy Gilmour, Brian DeBolt
Chair DeBolt left the meeting at 4:28 pm.

With all members present, a quorum was formed to conduct business.

Others Present: Facilities Director Jim Smiley, Facilities Management Assistant Director/PM Dan Polvere, County Administrator Scott Koepfel.

Approve the February 7, 2022 Facilities Committee Meeting Minutes – Member Gilmour made a motion to approve the February 7, 2022 meeting minutes, second by Member Gryder. **With all present members voting aye, the minutes were approved.**

Approval of Agenda – Member Koukol made a motion to move New Business to heard before Old Business on the agenda. Member Gryder second the motion. **With all present members voting aye, the motion was approved.** Member Koukol made a motion to approve the amended agenda. Member Gryder second the motion. **With all present members voting aye, the amended agenda was approved.**

Public Comment – None

Old Business/Projects

1. *County Seal on 111 W. Fox St. Facades* – Assistant Director Polvere submitted to the committee the proofs and sizes of the seal on the facades. Mr. Polvere explained the material make-up of the signs and the sign sizes. Motion to approve the two signs size at 54” from Aurora Signs by Member Gryder. Second by Member Kellogg. **All members present voting aye. Motion Approved.**
2. *Public Safety Center MZU-5 VAV Conversion* – Director Smiley updated progress of the project to the committee. Director Smiley estimates the install to happen sometime in May.
3. *KCFM Truck/Kubota Tractor Purchase* – Assistant Director Polvere updated the committee on the status of availability to purchase either the truck or Kubota. The committee directed Assistant Polvere to issue an Invitation to Bid (ITB) for the purchase of a new truck.
4. *Jury Deliberation Furniture* – Director Smiley informed the committee the tables are set to deliver tomorrow; March 8, 2022. Mr. Smiley stated the carpet install was completed for CR 113 and the chairs are set for delivery next month. The carpeting replacement for CR 112 is due in next week and will be scheduled for install once received.
5. *Jury Deliberation Carpeting Change* – Addressed in the above agenda item.
6. *CDC Trailer Setup by Courthouse* – Director Smiley updated the committee on the status of the agreement approval with the CDC contractor. Director Smiley believes if no changes are necessary, the agreement will be ready for the committee to forward to the full board for approval.

7. *Courthouse drain pan replacements* – Director Smiley updated the committee on the project status.
8. *Courthouse Master Control Outer Office Flooring Replacement* – Director Smiley stated the flooring was replaced on February 28, 2022. **Project Complete.**
9. *Circuit Clerk Counter Changes* – Director Smiley explained the approved project to reconfigure the Circuit Clerk’s counter changes. Mr. Smiley also stated the project start date was pushed back to March 14, 2022 due to unexpected wiring changes needed to be done.
10. *UPS Battery Replacements* – Director Smiley informed the committee five (5) quotes have been received. Mr. Smiley is in process of reviewing the quotes, and will have CA Koeppel approve the quotes above Jim’s approval amount of \$10,000.00.
11. *Voter’s Office Reconfiguration Project* – Director Smiley stated the project is substantially completed, however there are some punch list items that still need to be completed. Mr. Smiley also stated the recorder’s office portion of the project also has some punch list items left to be completed.

New Business/Projects

1. *Chair’s Report*
 - a. *Grant from IDOT for KAT Multi-Use Facility – Next Steps* – County Administrator Koeppel updated the committee on the status of the project. Mr. Koeppel stated there is an item on the HR/Admin meeting on the acceptance of the grant funds, which will go to the board on the March 15th meeting. Scott also stated there will be extra steps to follow on this project due to IDOT funding the project.
 - b. *Public Safety Center Attorney/Client Room Project* – Director Smiley informed the committee the costs of the project estimates came in higher than previously stated. The committee stated this project should be part of the AE needs assessment project.
2. *Review Bids for the Historic Courthouse Window Replacement Project* – Director Smiley informed the committee one (1) bid was received on time and one (1) bid was received past the deadline, which will not be considered. Mr. Smiley stated pricing for four (4) windows came in at \$126,000.00. The project budget is \$96,475.00. There are still three (3) ground level windows that need to be replaced in order to be done with all planned replacements. To do all the windows and be done completely with the restoration the total cost will be approximately \$133,000.00. Chair DeBolt suggested to bring the full amount to the finance committee to ask for additional funding to finish the window restoration this year. Consensus of the committee is to bring to the next finance committee meeting.
3. *Review Bids for Janitorial Services* – Director Smiley stated four (4) bids were received. The incumbent vendor Cleaner Living Services was the lowest bidder. Motion to forward to the County Board for approval by Member Koukol. Second by Member Kellogg. **All members present voting aye. Motion Carried.**
4. *Review Bids for Landscaping Services* – Director Smiley informed the committee four (4) bids were received. The low bidder was Cox Landscaping. Director Smiley confirmed all references. Motion to forward to the County Board for approval by Member Kellogg. Second by Member Gryder. **All members present voting aye. Motion Carried.**

5. *Review Bids for Courthouse Roof Replacement with Garland/DBS Inc. Utilizing Omnia Proposal #25-IL220196* – Director Smiley reminded the committee this bid is a national bid, as we approved with the Trane projects. There were two (2) bids received. The low bidder DCG Roofing Solutions came in under budget, however Director Smiley would like the contract approved for the full budgeted amount in case unforeseen circumstances arise. Motion to forward to the County Board for approval to not exceed \$98,750.00 by Member Gryder. Second by Member Koukol. **All members present voting aye, Motion Carried.**
6. *Approve 2nd one-year option to renew the existing 2-year lease dated July 16, 2019 between Kendall County, IL and the Kendall Housing Authority at the Health & Human Services facility office #130* – Motion to approve: Member Kellogg, Second by Member Gryder. **All members present voting aye, Motion Carried.**
7. *Probation Office Dressing Rooms Project* – Director Smiley informed the committee the project is moving forward.
8. *Animal Control Kennel Sound Baffles* – Assistant Polvere informed the committee the Animal Control committee approved costs for this project up to \$6,000.00. Assistant Polvere has samples coming to see which color and product will work best.
9. *Remodel for Inspector General's Office at the Public Safety Center* – Director Smiley updated the committee the progress of the project. Mr. Smiley stated the project is substantially complete.

Staffing/Training/Safety

- *Reportable Labor Hours* – Reports were included in the packet.

Other Items of Business

- *CMMS Charts* – Reports were included in the packet for:
 - Reported versus Completed Work Orders, Reported by Building Current Month
 - Work Orders by Work Type Current month

Executive Session – None

Public Comment – None

Questions from the Media – None

Adjournment – Member Koukol asked if there was a motion to adjourn. Member Gryder made a motion to adjourn the meeting. Second by Member Kellogg. **With all members present voting aye, the meeting adjourned at 4:47 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant



CAST PLAQUE

MATERIAL	- Aluminum
SIZE	- 54" Dia
QTY	- 2
DEPTH	- Painted Edges-1" deep Cast
SHAPE	- Circle
COPY	- Raised Copy
FINISH	- Leatherette-w/ Painted Surface
BORDER	- Single Line Border
COLOR	- More than 1 painted color
STYLE	- Per Artfile Supplied
CLEAR	- Semi-Gloss
MOUNT	- Blind: Standard Stud
ROSETTES	- No Rosettes Required
PATTERN	- Yes

RAISED	RECESSED
7697C Aqua Blue	533C Dark Blue
4535C Beige	874C Brown
653C Medium Blue	534C Blue
533C Dark Blue	4535C Beige
	7410C Peach
	7618C Orange/Brown

Kendall County Job Description

TITLE: Facilities Director
DEPARTMENT: Facilities Management
SUPERVISED BY: County Administrator
FLSA STATUS: Exempt
APPROVED: In Process

Position Summary:

The Facilities Director reports to the County Administrator. The Facilities Director is responsible for organizing, developing, administering and coordinating Kendall County's facilities and information technology capital projects and planning through the request for qualifications (RFQ) and invitation to bid (ITB) processes from the initiation stage through planning, design, construction/installation. The Facilities Director oversees the overall facility management function of the county at all assigned buildings on several campuses. Oversees the functioning of building systems including mechanical, fire/life safety, elevators etc. The Facilities Director oversees the hiring, discipline and termination process with regards to the KCFM staff. Maintains positive staff relations. Serves as the administrator for facility safety and meeting physical ADA compliance standards for all of Kendall County's Campuses. Ensure facility compliance with OSHA and other health/safety related regulations. The Facilities Director shall be responsible for developing and maintaining professional relationships with Kendall County department heads, elected officials, and other key representatives to support Kendall county's capital planning goals and objectives.

Essential Duties and Responsibilities:

1. Customarily and regularly directs the work of at least two or more full-time employees.
2. Customarily and regularly performs management duties including, but not limited to, the following:
 - A. Primarily responsible for the hiring, discipline and discharge of KCFM staff.
 - B. Oversees training and development of KCFM staff.
 - C. Conducts regular performance evaluations for subordinate employees under his/her direction.
 - D. Provides technical support, training, and assistance to subordinate employees under his/her direction.
 - E. Manages, directs, supervises, coordinates, and schedules the activities of staff and vendors.
 - F. Ensures that Kendall County Facilities Management Department staff adhere to and follow all applicable policies, procedures and union contract requirements.
 - G. Carries out all other supervisory responsibilities in accordance with all applicable laws, regulations, polies and procedures.
3. Primary duties include the performance of office or non-manual work directly related to the management or general business operations of Kendall County and the Kendall County Facilities Management Department, which duties include, but are not limited to the following:

Kendall County Job Description

- A. Collects and maintains logs/inventories/records to support the activities of the department and evaluate best practices and benchmarks throughout the industry.
- B. Prepares reviews and makes adjustments to the annual operating budget and capital improvement budget. Reviews and authorizes expenditures for the department.
- C. Reviews utility consumption and implements measures to control & curtail expenses and consumption which includes adjustments to equipment and systems, negotiating deregulated contracts, and recommending new technologies and/or equipment that is more efficient.
- D. Develops safety programs for Kendall County facilities. Includes written plans, development of exit route diagrams, communication to Kendall County employees, management, elected officials and Kendall County board members.
- E. Promotes a safe work environment by training and enforcing established procedures. Assists in facility audits and tours with risk management groups, insurance agents, and code compliance officials. Reports all unsafe conditions to the county board and provides recommendations for correction.
- F. Communicates effectively with all levels of the organization in both written and verbal correspondences, memorandums, letters, reports, and verbal conversations.
- G. Promotes a professional, positive, cooperative, and team orientated attitude, committed to working in a quality environment and achieving the highest level of customer satisfaction.
- H. Comply with all county policies and procedures, and adhere to set standards.
- I. Coordinate facilities related inter-governmental activities between the City of Yorkville, IDOT, and other agencies.
- J. Coordinate facilities related agreements for easements and other utilities such as Nicor, ComEd, Comcast, MetroNet, AT&T and the City of Yorkville.
- K. Willingly perform any other miscellaneous job-related duties as requested.
- L. Administers, creates, establishes, and prioritizes work orders, job, plans, preventative maintenance schedules and all other aspects of the computerized maintenance management system.
- M. Provides technical expertise and project management in the planning, design and construction of new facilities and renovation projects.
- N. Manages telephone system network. Including all add, moves & changes of department personnel. Makes recommendations for systems updates including software, hardware and replacement systems.
- O. Manages voicemail systems network. Includes additions and deletions of personnel for all departments. Implements call processors and phone trees as needed for all departments. Makes recommendations for systems updates including software, hardware and replacement systems.
- P. Manages copier operations for all departments in all facilities. Includes annual replacements, working with elected officials and department heads in new features needed. Coordinates service issues and replacement parts needed for all units in service.
- Q. Manages energy management needs for all facilities. Includes working with vendors to determine where or what needs to be upgraded or replaced. Manage centralized computerized management systems that determine what settings are and make adjustments as needed.
- R. Operate design software for existing drawings. Ability to create new drawings and designs as requested by elected officials, department heads or as needed for projects.

Kendall County Job Description

- S. Ability to create Request for Purchase for vendor services and capital projects. Includes coordination of legal review between the KCFM department, the State's Attorney's office, elected & appointed officials and the Kendall County Board.
- T. Act as the primary representative for Kendall County on daily activities of major construction projects. Includes coordinating meetings, acting as the primary project manager and provide updates to committees and the Kendall County Board as needed.
- U. Manage camera and card access systems for county facilities. Includes adds, changes and deletions from databases.
- V. Performs other duties, as required or assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

1. Language Skills:

- a. Ability to research, read, and interpret documents and simple instructions.
- b. Ability to prepare documents, reports, plans, minutes, agendas, and correspondence.
- c. Ability to listen, understand information and ideas, and speak effectively with the public, employees, outside entities, vendors, and the County's department heads and elected officials in both a one-on-one and group settings.
- d. Requires proficiency in the English language, spelling, and grammar.
- e. Ability to express oneself clearly and concisely both orally and in writing.
- f. Strong oral and written presentation skills.

2. Mathematical Skills:

- a. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- b. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- c. Knowledge of basic accounting principles and practices and office management procedures.
- d. Ability to prepare, revise and interest financial and budgeting spreadsheets and documents.

3. Reasoning Ability:

- a. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- b. Ability to deal with problems involving several concrete variables in standardized situations.
- c. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.
- d. Ability to quickly evaluate situations and draw reasonable conclusions.

Kendall County Job Description

- e. Ability to read and interpret construction-related plans and specifications

4. Other Skills, Knowledge and Abilities:

- a. Strong organization skills and attention to detail.
- b. Excellent prioritization skills and the ability to meet deadlines.
- c. Ability to display a positive, cooperative, professional, and team oriented attitude.
- d. Ability to follow guidance and work independently until project completion.
- e. Knowledge of office practices, principles of modern record keeping, and setting and maintaining filing systems.
- f. Ability to maintain flexible work hours, including, but not limited to evenings and weekends, as needed.
- g. Ability to prepare, revise, work with, and maintain confidential information and trade secrets.
- h. Proficient knowledge of all of the following:
 - 1. Facilities planning and construction management processes, procedures, laws, regulations and ordinances;
 - 2. Applicable zoning, building and life safety codes and regulations;
 - 3. Building systems including, but not limited to mechanical and electrical systems;
 - 4. Current costs of new construction, escalation factors, and market trends;
 - 5. Operating a personal computer, telephone, facsimile machine, and copiers; and
 - 6. Using the Internet and specialized department software to extract and record data; and
 - 7. MS Word, Excel, Outlook, PowerPoint, Visio & Project and other Project management and accounting software.

5. Education and Experience:

- a. High School graduate or equivalent
- b. Completion of a four-year apprenticeship program or two-year degree in applied sciences program or ten years' current field experience in commercial, office, or public building facility maintenance and repair.
- c. A minimum of five years supervising/directing employees.
- d. General knowledge of building codes and how they are applied to current facilities.

6. Certificates, Licenses, and Registrations:

- a. Valid and current Illinois Driver's License;
- b. Ability to pass State of Illinois background screen including fingerprint analysis as this position requires access to secured facilities such as the Kendall County Corrections Center for which such criminal background screening is required.

Physical Demands

Kendall County Job Description

While performing the duties of this job, the employee must be able to:

1. Frequently sit for hours at a desk, in meetings, office and/or in a vehicle;
2. Occasionally lift and/or move up to 50 pounds and frequently lift and/or move up to 10 pounds.
3. Stand and walk on uneven ground and at development sites;
4. Use hands to finger, handle, type, write and/or feel;
5. Reach, push and pull with one and/or both hands and arms;
6. Bend over at the waist and reach with one and/or both hands and arms;
7. Climb and balance at various sites;
8. Stoop, kneel, crouch, and/or crawl;
9. Talk and hear in person and via use of telephone;
10. Operate County vehicles and safety equipment;
11. Specific vision abilities include close and distance vision, depth perception, and ability to view computer monitors and screens; and
12. Travel independently to various sites, public hearings and other meetings and other locations both within and outside Kendall County, Illinois.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

1. Both inside and outside environmental conditions, which includes during extreme weather.
2. May be exposed to blood borne pathogens or other infections or contagious diseases.
3. May be exposed to dust, fumes, odors, smoke, gases and chemicals.
4. The noise level in the work environment varies from quiet to noisy.
5. The employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.
6. Employee may be exposed to stressful situations while working with elected officials, law enforcement, first responders, medical professionals, and the general public.
7. Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

Kendall County Job Description

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor
cc: personnel file, employee

Date

Kendall County Job Description

TITLE: Maintenance I
DEPARTMENT: Facilities Management
SUPERVISED BY: Assistant Director of Facilities/Project Manager
FLSA STATUS: Non Exempt
APPROVED: In Process

I. Position Summary:

Under general supervision, operates, maintains, and performs minor maintenance and repairs to building systems, equipment, and grounds common to structures and systems throughout the counties jurisdiction.

II. Essential Duties and Responsibilities:

- A. Ability to be a self starter and plan and perform basic projects as needed or required.
- B. Perform routine adjustment, lubrication, repair, and preventative maintenance of building equipment and structures including, but not limited to, the replacement of electrical devices, air filters, belts, and performs lubrication of related equipment.
- C. Perform daily safety checks on heating, cooling, and other equipment.
- D. Ability to view, interpret and verify system alarms and advise the Facilities Management Director or his designee of verified alarms on the HVAC control system.
- E. Assists Director and other maintenance I and II workers which include: running errands, i.e. retrieve supplies/materials for tasks, hold objects/materials requiring more than one person, and clean up after completion of tasks.
- F. Operate, inspect, test, and make minor changes to building systems including, but not limited to, Fire Alarm, HVAC, HVAC control, Lighting, Water Treatment, Standby Generators, and U.P.S. Systems.
- G. Ability to perform maintenance and/or replacement of plumbing devices and fixtures. Includes ability to work on plugged drains and operate hand and power operated drain augers.
- H. Assists outside vendors as needed to complete work beyond his/her general capabilities including, escorting individuals through secure areas, signing service tickets and recording time spent on a task.
- I. Perform non-technical tasks such as change light bulbs, repair walls, paint, fill in cleaning, repair carpet, ceilings, and furniture, and miscellaneous job-related duties and special projects as needed.
- J. Perform snow/ice removal using powered equipment and/or hand tools.
- K. Perform grounds maintenance activities including weed control of planting beds, removing debris, raking & disposal of leaves and other plant materials, broom and shoveling of sidewalks and parking lots, trimming braches, pulling weeds, and applying weed control herbicides.
- L. Perform repair of wall, ceiling and structure related repairs. Includes scrapping paint, applying, sanding and finishing drywall systems of existing and new structures.
- M. Perform painting related repairs and maintenance of wall, ceiling and facility structures.
- N. Collects and maintains logs/inventories/records and reports all faults, deficiencies, and other unusual occurrences.
- O. Must comply with work order system to include interpreting work orders, performing work requested, completing work order per instruction, and providing accurate information on completed work order.
- P. Ability to move furniture, packages, and boxes as requested.
- Q. Distributes materials and supplies throughout assigned areas.
- R. Ability to perform new installations of wall systems, electrical and low voltage systems.

Kendall County Job Description

- S. Must be available to work shift(s) on holiday(s), weekend(s) or other events as required.
- T. Assists with other duties and responsibilities as assigned by Supervisor.

III. Supervisory Responsibilities:

This job has no supervisory responsibilities.

IV. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

1. Ability to read, and interpret documents and simple instructions.
2. Ability to express oneself clearly and concisely both orally and in writing.
3. Ability to write routine reports and correspondence.

B. Mathematical Skills:

1. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals
2. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

C. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in oral, written, or diagram form.
2. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

D. Other Skills, Knowledge and Abilities:

1. Knowledge in maintenance supplies, equipments, materials, and methods used in janitorial and grounds and landscaping work.
2. Ability to make minor repairs to buildings and equipment.
3. Ability to perform various clean-up and maintenance tasks as required.
4. Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance in using equipment to complete assigned tasks.
5. Ability to operate powered hand tools and equipment safely and proficiently.
6. Must be able to read and work with blueprints and technical manuals.

E. Work Standards and Best Practice Guidelines:

1. Adheres to all work and safety policies, procedures, and adhere to set standards.
2. Perform all duties in a safe manner and in accordance with established procedures and maintain a clean work area.
3. Display a positive, cooperative, and team orientated attitude, committed to working in a quality environment.

F. Education and Experience:

1. High School graduate or equivalent
2. A minimum of two (2) years' experience in commercial, office, or public building facility maintenance and repair.

Kendall County Job Description

G. Certificates, Licenses, Registrations:

1. Must possess and maintain a valid Illinois driver's license.
2. Any and all other certificates and registrations as required for the specific duties performed.
3. Ability to pass criminal background screen including fingerprint analysis as required by the Kendall County Sheriff's Office or Judicial departments mandate as this position requires access to secured facilities such as the Kendall County Corrections Center and Judicial Departments for which such criminal background screening is required.

V. Physical Demands:

While performing the duties of this job, the employee is frequently required to:

1. Use hands to finger, handle, or feel;
2. Reach, push and pull with one and/or both hands and arms;
3. Climb and balance, stoop, kneel, crouch, or crawl;
4. Bend over at the waist and reach with one and/or both hands and arms;
5. Stand and walk on uneven ground and at development sites;
6. Talk; and hear;
7. Specific vision abilities include close and distance vision, depth perception; and
8. Must be able to work from ladders, scaffolding, and personal lifts;
9. Operate County vehicles and safety equipment;
10. Lift and/or move up to 80 pounds.
11. Travel independently to various sites.

VI. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to:

1. Both inside and outside environmental conditions, which includes during extreme weather.
2. May be exposed to blood borne pathogens or other infections and contagious diseases.
3. May be exposed to dust, fumes, orders, smoke, gases and chemicals.
4. Moving mechanical parts;
5. High, precarious places;
6. The noise level in the work environment varies from quiet to noisy.
7. The employee must be available to perform all assigned job duties during normal business hours and outside of normal business hours.
8. Employee may be exposed to stressful situations while working with elected officials, law enforcement, first responders, medical professionals and the general public.

Kendall County Job Description

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee

Kendall County Job Description

TITLE: Maintenance II
DEPARTMENT: Facilities Management
SUPERVISED BY: Assistant Director of Facilities/Project Manager
FLSA STATUS: Non Exempt
APPROVED: In Process

I. **Position Summary:**

With minimal supervision, operates, maintains, and performs maintenance, repairs, replacement and new installations to building systems, equipment, and grounds common to structures and systems throughout the counties jurisdiction. The Maintenance II position will assist in the training of other maintenance classification personnel.

II. **Essential Duties and Responsibilities:**

- A. Ability to be a self starter and plan and perform projects as needed or required.
- B. Maintain, repair, and operate mechanical, steam humidifiers, water and electrical equipment and systems in accordance with blueprints, diagrams, operating manuals, and manufacturer's specifications.
- C. Maintain, operate, program or modify electronic equipment & software. Includes but not limited to CMMS, PBX, Voicemail, Message Net & specialized systems like breaker panels, frequency drives, UPS and generator equipment & HVAC chillers.
- D. Diagnose, troubleshoot, operate, inspect, test, replace and make major changes to building systems including, but not limited to Fire Alarm, HVAC, HVAC Controls, Lighting, Water Treatment, Standby Generators, U.P.S., PBX and Voicemail.
- E. Clean and prepare equipment for inspection; inspect mechanical and electrical equipment and systems established by the CMMS system; perform corrective maintenance.
- F. Perform preventive and predictive maintenance on equipment and assist in developing, reviewing, and implementing comprehensive preventive maintenance procedures.
- G. Ability to perform maintenance and/or replacement of plumbing devices and fixtures. Includes ability to work on plugged drains and operate hand and power operated drain augers.
- H. Perform repair of wall, ceiling and structure related repairs. Includes scrapping paint, applying, sanding and finishing drywall systems of existing and new structures.
- I. Perform painting related repairs and maintenance of wall, ceiling and facility structures.
- J. Collects and maintains logs/inventories/records and reports all faults, deficiencies, and other unusual occurrences.
- K. Adjust equipment and systems with a view toward conserving energy.
- L. Performs Maintenance I duties as directed.
- M. Comply with work order system to include interpreting/prioritizing work orders, performing work requested, and completing work orders per instruction.
- N. Have a working knowledge of equipment racks including but not limited to labeling and punching down of cables.
- O. Ability to perform new installations of equipment, wall systems, electrical and low voltage systems.
- P. Willingly perform any other miscellaneous job-related duties as requested.
- Q. Must be available to work shift(s) on holiday(s), weekend(s) or other events as required.
- R. Assists with other duties and responsibilities as assigned by Supervisor.

III. **Supervisory Responsibilities:**

This job has no supervisory responsibilities.

Kendall County Job Description

IV. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

1. Ability to read, and interpret documents and simple instructions.
2. Ability to express oneself clearly and concisely both orally and in writing.
3. Ability to write routine reports and correspondence.

B. Mathematical Skills:

1. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals
2. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

C. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in oral, written, or diagram form.
2. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

D. Other Skills, Knowledge and Abilities:

1. Knowledge in maintenance supplies, equipments, materials, and methods used in janitorial work.
2. Ability to make minor repairs to buildings and equipment.
3. Ability to perform various clean-up and maintenance tasks as required.
4. Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance in using equipment to complete assigned tasks.
5. Ability to operate powered hand tools and equipment safely and proficiently.
6. Must be able to read and work with blueprints and technical manuals.

E. Work Standards and Best Practice Guidelines:

1. Adheres to all work and safety policies, procedures, and adhere to set standards.
2. Perform all duties in a safe manner and in accordance with established procedures and maintain a clean work area.
3. Display a positive, cooperative, and team orientated attitude, committed to working in a quality environment.

F. Education and Experience:

1. High School Diploma/ or GED
2. Current enrollment in a four-year apprenticeship program or two-year degree in applied sciences program or Ten (10) years current field experience diagnosing;
3. Troubleshooting, operating, inspecting, testing and proven ability to make major changes in commercial, office, or public building facility maintenance and repair;
4. Replacement and new installations of systems and equipment.

Kendall County Job Description

G. Certificates, Licenses, Registrations:

1. Must possess and maintain a valid Illinois driver's license.
2. Any and all other certificates and registrations as required for the specific duties performed.
3. Ability to pass criminal background screen including fingerprint analysis as required by the Kendall County Sheriff's Office or Judicial departments mandate as this position requires access to secured facilities such as the Kendall County Corrections Center and Judicial Departments for which such criminal background screening is required.

V. Physical Demands:

While performing the duties of this job, the employee is frequently required to:

1. Use hands to finger, handle, or feel;
2. Reach, push and pull with one and/or both hands and arms;
3. Climb and balance, stoop, kneel, crouch, or crawl;
4. Bend over at the waist and reach with one and/or both hands and arms;
5. Stand and walk on uneven ground and at development sites;
6. Talk; and hear;
7. Specific vision abilities include close and distance vision, depth perception; and
8. Must be able to work from ladders, scaffolding, and personal lifts;
9. Operate County vehicles and safety equipment;
10. Lift and/or move up to 80 pounds.
11. Travel independently to various sites.

VI. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to:

1. Both inside and outside environmental conditions, which includes during extreme weather.
2. May be exposed to blood borne pathogens or other infections and contagious diseases.
3. May be exposed to dust, fumes, orders, smoke, gases and chemicals.
4. Moving mechanical parts;
5. High, precarious places;
6. The noise level in the work environment varies from quiet to noisy.
7. The employee must be available to perform all assigned job duties during normal business hours and outside of normal business hours.
8. Employee may be exposed to stressful situations while working with elected officials, law enforcement, first responders, medical professionals and the general public.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee

Kendall County Job Description

TITLE: Office Assistant
DEPARTMENT: Facilities Management
SUPERVISED BY: Facilities Director
FLSA STATUS: Non-Exempt
APPROVED: In Process

I. Position Summary:

Provides administrative and clerical support for the Facilities Director and department staff and coordinates daily project tasks and work with public, governmental hierarchy and service vendors and, compiles statistical data and provides detailed performance reports.

II. Essential Duties and Responsibilities:

- A. Receives tracks, monitors and reports status of all maintenance, repair, and modification work requirements generated.
- B. Initiates documents either to authorize or obtain formal approval of work requirements.
- C. Inputs data into the computerized maintenance management system.
- D. Maintains the service-call function for the receipt and controls of emergency, urgent and routine maintenance work generated by telephone.
- E. Reports initial and follow-up status of work order.
- F. Collects and maintains work documents and other data for the development of reports to evaluate responsiveness, cost effectiveness and efficiency of resource utilization.
- G. Administers the collection and reporting of historical and statistical performance data.
- H. Performs initial computer systems start-up and shut down operations.
- I. Completes daily operations and maintenance by performing system back-up and file saving operations, and initiates changes and revisions as necessary.
- J. Updates departmental standard operating procedures, policy, & safety manuals.
- K. Acts as central purchasing agent for the department which includes, opening accounts, sourcing and ordering materials & supplies, investigating past due or erroneous invoices.
- L. Receives and administers accounts payable (voucher) and petty cash functions.
- M. Performs inventory of assigned stock within the department.
- N. Maintains information in site personnel files and attendance logs as directed.
- O. Willingly perform any other miscellaneous job-related duties as requested.
- P. Maintenance Connection Facilities Management Software Data Base Administration. Includes entering new facilities, equipment and staff. Entering specific information of facilities, equipment and staff.
- Q. Establishes preventative maintenance programs in the CMMS system.
- R. Close out and cost account labor, materials and supplies used on work orders.
- S. Manage insurance certificates for all Kendall County vendors and projects.
- T. Manage small parts inventory for Facilities Management storerooms.
- U. Perform purchasing functions for other Kendall County departments.
- V. Research and make recommendations for office equipment.
- W. Assists with other duties and responsibilities as assigned by Supervisor.
- X. Take notes and create meeting minutes for committee meetings. Includes posting agenda on the county website.
- Y. Perform management of committee audio recordings of committee meetings.

Kendall County Job Description

III. Supervisory Responsibilities:

This job has no supervisory responsibilities

IV. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

1. Ability to research, read and interpret documents and simple instructions.
2. Ability to prepare documents, reports, minutes, agendas, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials.
4. Requires good knowledge of the English language, spelling and grammar.

B. Mathematical Skills:

1. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

C. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.

D. Skills, Knowledge and Abilities:

1. Must possess strong verbal, written, and telephone skills and the ability to communicate effectively and interact with all levels of customers, employees, and management.
2. The ability to listen, understand information and ideas and work effectively with departmental county personnel and local elected officials.
3. Proficient in computer knowledge of MS Word, Excel, Outlook, Project, Power Point and Email and Internet systems.
4. Knowledge of office practices, principles of modern record keeping, setup and maintaining filing systems.
5. Requires skill in operating a personal computer, facsimile machine, copier, and other office equipment.
6. Requires the ability to independently work to project completion and follow guidance.
7. Excellent prioritization skills and the ability to meet deadlines.

E. Work Standards and Best Practice Guidelines:

1. Display a positive, cooperative, and team orientated attitude, committed to working in a safe and quality environment.
2. Comply with all county policies and procedures, and adhere to set standards.
3. Must be a team player committed to working in a quality environment.

Kendall County Job Description

F. Education and Experience:

1. High school graduate or equivalent.
2. Secretarial or administrative certification or degree desirable.
3. A minimum of at least (2) Two years' experience in a service oriented environment.

V. Physical Demands:

While performing the duties of this job, the employee must be able to:

1. Frequently sit for long periods of time at desk or in meetings;
2. Occasionally lift and/or move up to 40 pounds;
3. Use hands to finger, handle, or feel;
4. Reach, push and pull with hands and arms;
5. Bend over at the waist and reach with hands and arms;
6. Climb stairs and ladders and balance;
7. Talk and hear in person and via use of telephone;
8. Specific vision abilities include close and distance vision, depth perception; and
9. Travel independently to other County office locations and other locations in Kendall County to perform assigned job duties.

VI. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

1. Inside environmental conditions.
2. The noise level in the work environment is usually quiet to moderately quiet.
3. Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
4. Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.
5. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor
cc: personnel file, employee

Date



April 4, 2022

Full-size Truck Procurement Invitation To Bid (ITB) process to date:

- Specifications based on a 2022 Ford F-250 SD Regular Cab 8' Box 142" WB SRW XL.
 - Specs & price by Gjovik Ford in 11/21 (\$53,275 - \$6,300 in gov't concessions = **\$47,133** total).
 - The ITB stated that "comparable make and model trucks would be considered".
 - On 3/16/22 the ITB was advertised in the Beacon News and available on the County's website.
 - The ITB was emailed to (60+) Ford, GMC/Chevy & Ram dealerships within 20 miles.
 - Bids were received from (4) dealerships by the 3/28/22 deadline.
1. Gjovik Ford (Plano, IL): 2022 Ford F-250 per our specs for \$ 43,563.22 (including government discounts and Ford concessions of \$12,683.78).
During scope review, our rep from Gjovik, Michael Allison, informed us he made a mistake and cannot deliver the truck outlined in their proposal. Mr. Allison stated that the 2022 order bank for fleet vehicles was closed, that there is no information or pricing on the 2023 models yet.
 2. Ron Tirapelli Ford (Shorewood, IL): 2022 Ford F-250 per our specs for \$ 53,557.00 (including a discount adjustment of \$2,070). This reflects a retail order.
During scope review...the rep from Tirapelli informed us that the 2022 order bank for fleet vehicles closed. However, he stated that the retail order bank is still open and that we can order a truck now under a specific person's name (with no risk) and then re-invoice the vehicle to a fleet order when it arrives in order to obtain the government concessions (he claims is \$7,900 for the County). Tirapelli's quote includes a 6-8 month lead time and our rep notes that Ford has been cancelling both fleet and retail orders without notice or reason lately.
 3. Feldman Automotive Group (Detroit, MI): 2023 Ford F-250 per our '22 specs & based on '22 pricing for \$ 55,614.00.
During scope review...Feldman rep said he would hold their quote for a 2023 even though pricing is not available for them yet. He added that delivery would be "around Christmas".
 4. Haggerty GMC: 2022 Sierra GMC 2500 4WD Regular Cab SLE \$ 64,011.00
Truck was used this past winter to plow the dealership's lots...has about 300 miles on it and can be titled new so the new vehicle warranty stays in place. Price is at MSRP, but does not include approximately \$8,000 in government concessions. GMC SLE model is nicer with more options than the Ford XL model and about \$4,615 additional. The Boss V-Plow already installed on the GMC is better than the Western plow we specified and about \$3,500 more. The convenience Package adds \$2,255. Aluminum 20" wheels and All Terrain Tires add \$1,600. Basically a \$12,000 nicer truck that is available now.

