

**AGENDA
CITY OF MILLER
TUESDAY, JUNE 21, 2022
7:00 P.M.**

The City of Miller is an equal opportunity employer.

Call to Order

Pledge of Allegiance

Approval of Agenda

Approval of Minutes pgs. 1 - 4

Public Input

Unfinished Business

1. Personnel Recommendation -- COVID Pay
2. Street Committee -- Camping, Fountain
3. Council Code of Conduct pgs. 5 - 6

New Business

1. Pool Fund Raising Committee
2. Swim Club -- Duck Race Donation pg. 7
3. C&C -- Ping Pong Ball Drop
4. Heather Hill -- Road Repair Charge pg. 8
5. 1st Reading Ordinance #732 - Budget pg. 9
6. Mileage Reimbursement pgs. 10 - 12
7. Building Permit: Nathan Nye -- Storage/Workshop
8. Personnel Committee Recommendation -- Utility Floater Job Description pgs. 13 - 14

Executive Session

Personnel Pursuant to SDCL 1-25-2(1)

9. Police Department
 - a. Interim Police Chief
 - b. Advertise for Police Chief

Approval of Bills

Adjourn

Public comments are welcomed during public input, but no action can be taken by the Council on comments received at this meeting. Anyone wishing to have the Council vote on an item should call the Finance Office at 853-2705 by 5:00 p.m. on the Wednesday preceding the next scheduled meeting to be placed on the agenda.

**CITY OF MILLER
CITY COUNCIL MEETING
JUNE 6, 2022**

The City of Miller is an equal opportunity employer.

The City Council met in regular session at city hall at 7:00 p.m. on Monday, June 6, 2022.

MEMBERS PRESENT: Mayor Ron Blachford, Aldermen: Jim Odegaard, Jeff Swartz, Joe Zeller, and Alderwomen: Susan Hargens and Tammy Lichty. Absent: Alderman Mike Wetz.

CALL TO ORDER: Mayor Blachford called the meeting to order.

Pledge of Allegiance was said by all present.

AGENDA: Motion by Alderman Odegaard, seconded by Alderman Zeller to approve the agenda as amended. All members voted aye. Motion carried.

MINUTES: Motion by Alderwoman Hargens, seconded by Alderwoman Lichty to approve the minutes for the regular meeting held on May 16, 2022. All members voted aye. Motion carried.

DEPARTMENT HEAD REPORTS

Terry Manning mentioned that the pool heater was fixed thanks to Rich Waldrop.

UNFINISHED BUSINESS

Street/Park Committee Recommendations -- Camping in the Park: City code allows for 7 days of camping in the park. This can be extended with prior permission from the Street Superintendent. The street committee will have another meeting to determine how to take care of long-term camping in the city park.

NEW BUSINESS

Greg Palmer -- Sandbox in the Park: Motion by Alderwoman Lichty, seconded by Alderman Odegaard to allow Greg Palmer to clean out the old sand box at the park (with assistance from city employees), replace the sand and border, and set out a box of sand toys. All members voted aye. Motion carried.

Kecia Beranek -- On Hand Quarterly Report: Kecia Beranek, Director of On Hand Economic Development, gave her quarterly report. A few highlights include: Employee Recruitment Program; Hotel Study needs local investment; Industrial Park is full, can apply for grants to purchase property if another business is interested; Housing - in the process of purchasing property from the school; Thursdays at 9:05, Kecia is on KQKD promoting Miller.

Wayne Ames -- Close Streets: Motion by Alderwoman Lichty, seconded by Alderman Odegaard to allow Wayne Ames to close West 1st Street between West 1st Ave. and West 2nd Ave. and West 1st Avenue between West 1st St. and West 2nd St. on Tuesday, June 14 between 6:00 p.m. and 10:00 p.m. for EMT training. All members voted aye. Motion carried.

Park Fountain: Motion by Alderwoman Lichty, seconded by Alderman Odegaard to table the park fountain. All members voted aye. Motion carried.

Change Budget Reading Date: Motion by Alderman Zeller, seconded by Alderwoman Hargens to start the process to change our budget reading from the first meeting of September to the first meeting of November. All members voted aye. Motion carried.

Personnel Committee Recommendation: The City of Miller Board of Conduct and Obligations is good as drafted. It will be voted on at the next meeting.

COVID Sick Payment: Motion by Alderman Zeller, seconded by Alderman Odegaard to table the COVID Sick payment policy. All members voted aye. Motion carried.

Water Project Pay Requests: Motion by Alderman Odegaard, seconded by Alderman Zeller to approve Phase III SPN invoices 26166-26169 for a total of \$71,866.91. All members

voted aye. Motion carried. Motion by Alderman Swartz, seconded by Alderwoman Lichty to pay **TLC Olson Construction, LLC** Payment No. 14 for \$602,768.80. All members voted aye. Motion carried. Motion by Alderman Zeller, seconded by Alderman Swartz to approve **TLC Olson Construction, LLC** Change Order No. 4. All members voted aye. Motion carried.

Director Position for Mid-Dakota Rural Water System: No council members are interested in serving on the Mid-Dakota Rural Water System board at this time.

Building Permit: Motion by Alderman Odegaard, seconded by Alderman Zeller to approve the building permit for Harry J. Hofman, Jr. to place a carport on his property. All members voted aye. Motion carried.

Copier Lease: Motion by Alderman Zeller, seconded by Alderwoman Hargens to approve a five-year lease for the copy machine in the finance office for \$165.72/month. All members voted aye. Motion carried.

Approval of Bills: Motion by Alderwoman Lichty, seconded by Alderman Odegaard to approve the bills for payment. All members voted aye. Motion carried.

EXECUTIVE SESSION: Motion by Alderwoman Lichty, seconded by Alderwoman Hargens to go into executive session for personnel and legal matters pursuant to SDCL 1-25-2(3)(3) at 8:52 p.m. All members voted aye. Motion carried. Motion by Alderwoman Lichty, seconded by Alderman Zeller, to come out of executive session at 10:50 p.m. All members voted aye. Motion carried. No action was taken.

Electric Department Personnel: No action.

Motion by Alderman Odegaard, seconded by Alderwoman Hargens to adjourn the meeting. There being no further business, the meeting was adjourned at 10:52 p.m. All members voted aye. Motion carried.

Ronald Blachford, Mayor

Sheila Coss, Finance Officer

LEGAL NOTICE OF RECEIPT

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Bills June 2022 (1)

American Solutions	Supplies	31.59
Americinn	Lodging	319.92
Associated Supply Co.	Supplies	676.84
BDS	Garbage	200.00
Builders Cashway	Supplies	273.79
Builders Solutions	Supplies	15.27
City Utilities	Utilities	9,148.60
Civic Plus	Prof Fees	1,191.57
Dew Drop Inn	Lodging	68.00
DGR Engineering	Prof Fees	635.00
Fischer Plumbing	Repairs	26.59
Pioneer Garage	Repairs	111.80
Jones Construction	Repairs	4,021.64
KBA	Prof Fees	11,970.00
Locators & Supplies	Supplies	196.19
Milbank WinWater	Supplies	189.96
Miller Concrete	Concrete	349.00
Miller Rexall	Supplies	36.97
NAPA Central	Parts	715.14
Northwest Pipe	Fittings	350.90
Oakley Farm & Ranch	Supplies	435.19
OHED	80% DBB	1,970.67
Orv's Yard Service	Spraying	338.90
Postmaster	Postage	450.00
SD Fed Property	Supplies	20.00
SDGFOA	Regist.	75.00
SDGHHA	Regist.	50.00
SDML	Regist.	290.00
Servall	Service	109.51
SPN	Prof Fees	71,866.91
TLC Olson Construction	Ph.III Construction	606,853.25
Twin Valley Tire	Repairs	45.00
Wesco	Supplies	441.70
Wheels & Meals	Donation	2,250.00
Wilbur-Ellis	Supplies	307.31
Accounts Payable Total		<u>\$716,032.21</u>

Payroll Salary plus		5/26/2022 & 5/31/2022		
Benefits by Department:		& 6/02/2022		
Department		w/o OT	OT	Total
41101	COUNCIL	2,885.04	0.00	2,885.04
41402	FINANCE OFFICE	3,149.40	0.00	3,149.40
41902	BUILDING	389.64	0.00	389.64
42101	POLICE	10,631.74	484.31	11,136.05
43101	STREET	6,597.55	0.00	6,597.55
43201	SEWER	5,515.74	800.39	6,316.13
43305	WATER	5,515.59	800.38	6,315.97
43403	ELECTRIC	9,039.65	103.28	9,142.93
45101	BALLPARK	1,453.28	0.00	1,453.28
45202	PARK	81.35	0.00	81.35
45103	POOL	1,985.95	0.00	1,985.95
		<u>\$47,264.93</u>	<u>\$2,188.36</u>	<u>\$49,453.29</u>

**CITY OF MILLER
CITY COUNCIL MEETING
JUNE 13, 2022**

The City of Miller is an equal opportunity employer.

The City Council met in special session at city hall at 7:00 p.m. on Monday, June 13, 2022.

MEMBERS PRESENT: Mayor Ron Blachford, Aldermen: Mike Wetz, Jim Odegaard, Jeff Swartz, Joe Zeller, and Alderwomen Susan Hargens, Tammy Lichty.

CALL TO ORDER: Mayor Blachford called the meeting to order.

Pledge of Allegiance was said by all present.

AGENDA: Motion by Alderman Odegaard, seconded by Alderman Zeller to approve the agenda. All members voted aye. Motion carried.

PUBLIC INPUT

None.

NEW BUSINESS

Legion Lease: Motion by Alderwoman Lichty, seconded by Alderwoman Hargens to approve the Legion Lease. Roll call vote: Alderwoman Hargens -- aye, Alderwoman Lichty -- aye, Alderman Wetz -- aye, Alderman Swartz -- aye, Alderman Zeller -- aye, Alderman Odegaard -- aye. Motion carried. Motion by Alderman Odegaard, seconded by Alderman Wetz to prorate the utility credit to \$2,917 for 2022. All members voted aye. Motion carried.

Building Permit: Motion by Alderman Zeller, seconded by Alderman Swartz to approve the building permit for Curt Telkamp to change the Wilber Feed & Seed building into apartments, storage, and an office. (This permit is identical to the one from 2017.)

EXECUTIVE SESSION: Motion by Alderwoman Lichty, seconded by Alderman Wetz to go into executive session for personnel matters pursuant to SDCL 1-25-2(1) at 7:14 p.m. All members voted aye. Motion carried. Motion by Alderman Zeller seconded by Alderman Wetz to come out of executive session at 8:17 p.m. All members voted aye. Motion carried. Motion by Alderman Zeller, seconded by Alderman Wetz to accept Shannon Speck's retirement notification effective June 21, 2022. Shannon's last day of work will be June 18 for retirement purposes. All members voted aye. Motion carried. Motion by Alderwoman Hargens, seconded by Alderman Wetz to advertise for a utility floater position. The personnel committee will meet to create a job description for this position. All members voted aye. Motion carried.

Motion by Alderwoman Hargens, seconded by Alderman Wetz to adjourn the meeting. There being no further business, the meeting was adjourned at 8:24 p.m. All members voted aye. Motion carried.

Ronald Blachford, Mayor

Sheila Coss, Finance Officer

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**City of Miller
Board Conduct and Obligations**

All elected Board Members have a responsibility to conduct themselves in a manner befitting the position. Each Board Member must remember that their first priority is to act in the best interest of the City of Miller and to not let personal prejudice, history, or bias affect decisions made as a City Council Member.

1. POLICY STATEMENT

- 1) This Code of Conduct is a public declaration of the principles of good conduct and standards of behavior that Elected Members of the City of Miller are committed to demonstrate in the performance of their responsibilities as community representatives.
- 2) The principles and standards in the Code of Conduct are in addition to the requirements of any other relevant Regulations.

2. PRINCIPLES

- 1) Council members will seek to achieve a team approach when dealing with staff and the Board, and they will seek to achieve an environment of mutual respect and trust. They shall establish a working relationship with fellow Members that recognizes and respects the diversity of opinions and seeks to achieve the best possible outcomes for the community.
- 2) Council members will treat City Staff with respect and tolerance of their different roles in achieving the Board Objectives. They will ensure that their behaviors are not and cannot be interpreted to constitute bullying and/or harassment.
- 3) Council Members must act with honesty and integrity and conduct themselves in a way that generates community trust and confidence in them as individuals, and which enhances the role and image of the Board and local Government generally.
- 4) Council Members will be fair, reasonable, just, non-discriminatory, and honest in their dealings with individuals and organizations and behave in a manner that facilitates constructive communication between the Board and the community.
- 5) Council Members will not make improper use of information acquired or make improper use of their position as a Member of the Board.
- 6) Council Members are expected to show commitment by completing the specified training courses and updating as needed. Council members will discharge their duties conscientiously and to the best of their abilities. In a fair, honest, and respectable manner in accordance with local, state, and federal law.
- 7) Information provided to or obtained by a Council Member in the course of his or her duties is to be respected for its confidentiality and used in a careful and prudent manner consistent with the nature of that information.
- 8) Council Members must have due regard to the laws dealing with conflict of interest in relation to all their duties and behaviors and exercise the highest level of integrity expected of people holding public office.

3. DEFINITIONS

Harassment is unlawful. It is usually based on a real or perceived difference such as race, sex, or disability. It may lead to the person who is being harassed feeling offended, humiliated, intimidated, or

being disadvantaged. Harassment consists of unwelcome, offensive, abusive, belittling, or threatening behavior directed at another person.

Bullying is a form of harassment and is not acceptable. Bullying results from treating another person in a less favorable way by intimidatory, offensive, degrading, or humiliating behavior. Bullying may be an offence under the Occupational Health Safety and Welfare Act (1986) and may result in serious penalties.

4. PROCEDURES

- 1) Packets containing information to be discussed at the next scheduled meeting will be available by 5:00 p.m. the Friday before each meeting. Members are encouraged to receive their agendas and packets via email; however, paper versions are available and delivered by the Miller Police Department. This allows each Councilor sufficient time to review the information and investigate any questions or concerns before the meeting thus allowing meetings to progress smoothly, efficiently, and quickly.
- 2) Meetings shall begin promptly at the specified hour.
- 3) Meetings are to be conducted in accordance with Robert's Rules of Order. Although our city is small and informal, order must be maintained to ensure all actions will be supported by law. Outbursts, inflammatory comments, and personal attacks will not be tolerated by anyone in attendance at any meeting.
- 4) Many actions taken by a governing body require not just a majority vote of the quorum but a majority vote of *all* the elected officials. Not having the appropriate number of Councilors in attendance at any meeting affects the efficient functioning of the entire community.
- 5) Committee appointments ensure all areas of the City's business receive proper attention. It is the appointee's responsibility to be knowledgeable of the happenings of and fulfill their obligations to their respective committees and to report applicable information at meetings.
- 6) No person (Council Member, Employee, Citizen, or Committee member) under the influence of drugs or alcohol may, at any time, enter City property to conduct City business.

Council members are accountable to the Board and the community for compliance with this Code of Conduct.

- A complaint alleging a breach of the Code of Conduct must be made in writing by any person and, subject to clauses of this Code, must be investigated by the Board.
- The complaint must identify the provision(s) of the Code which it alleges have been breached and provide all evidence available to support the allegation.

Sheila Coss

From: Suzanne Keck <suzdan95@gmail.com>
Sent: Friday, June 17, 2022 5:36 AM
To: sheila.coss@cityofmiller.com
Subject: Miller Swim Club Duck Race

Good morning,

The Miller Swim Club is planning their annual Duck Race to be held during July 4th festivities in Miller. In the past, the city of Miller has graciously donated an annual family pool pass as a prize for the event.

I am writing on behalf of the Miller Swim Club Board to request the city provide a family pool pass for 2023 in support of this year's duck race. If we need to request this in person at the next council meeting, please let me know and we will plan to attend.

The city's support of the Miller Swim Club is greatly appreciated!

Suzanne Keck
Miller Swim Club Board Member

STATEMENT

7/2/2021

CITY OF MILLER

120 WEST 2ND. ST.

MILLER, SD 57362

(605) 853-2705

Heather Hill

426 W 3rd Ave

Miller, SD 57362

PURCHASES						
REFERENCE	DATE	Qty.	DESCRIPTION	AMOUNT		
310 W 5th Ave	6/23/2021	1	1" tapping fee (water)	\$250.00		
		1	1" tapping saddle	\$106.82		
		1	1" corp stop	\$102.42		
		1	1" curb stop	\$227.30		
		1	curb box riser	\$52.23		
		1	1" meter setter	\$158.16		
		1	1" water meter	\$265.80		
		1	cur box bushing	\$10.09		
		3	1" inserts @ 5.00 each	\$15.00		
		1	tapping fee (sewer)	\$2,000.00		
		2	ground rods @ 24.59 each	\$49.18		
		110'	tracer wire @ .34 each	\$37.40		
		2	ground clamps @ 2.96/each	\$5.92		
		1	tracer wirer box	\$29.24		
		*	1	196 ft sq street repair	\$196.00*	
					Subtotal	\$3,505.56
					2.041% Tax:	\$71.55
Due August 2, 2021			Please pay this amount:	\$3,577.11		

When sending payment, include the invoice number on the check. Thank you.

A FINANCE CHARGE will apply if the new balance is unpaid one month from the closing date of the statement. The finance charges are computed by a periodic rate of 1.25% per month which is an ANNUAL PERCENTAGE RATE of 15% or \$5.00 minimum (whichever is greater) applied to the unpaid balance after deducting current payments and/or credits appearing on this statement from the previous balance.

ORDINANCE #732

The City of Miller is an equal opportunity employer.

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE V, FINANCE AND TAXATION, OF THE ORDINANCES OF THE CITY OF MILLER, SOUTH DAKOTA.

BE IT ORDAINED by the City of Miller, South Dakota, that Chapter 2, Article V, is hereby amended to read as follows:

Secs. 2-499 -- 2-510. Reserved.

DIVISION 4. BUDGET

Sec. 2-511. Introduction and Adoption of Annual Municipal Budget Ordinance.

The municipal budget process shall be as follows:

- (a) Pursuant to SDCL 9-21-34, the annual municipal budget ordinance shall be submitted to the City Council for first reading not later than the first regular meeting in November.
- (b) The second reading of the annual municipal budget ordinance shall be held at least five days after the first reading.
- (c) The annual municipal budget ordinance shall be published prior to December 31st following adoption.

Secs. 2-512 -- 519. Reserved.

Ronald Blachford, Mayor

(SEAL)

ATTEST:

Sheila Coss, Finance Officer

Record of votes:

Alderman Swartz -
Alderman Zeller -
Alderman Odegaard -
Alderman Wetz -
Alderwoman Lichty -
Alderwoman Hargens -

1st Reading -- June 20, 2022
2nd Reading -- July 5, 2022
Adoption -- July 5, 2022
Publication -- July 9, 2022



IRS increases mileage rate for remainder of 2022

IR-2022-124, June 9, 2022

WASHINGTON — The Internal Revenue Service today announced an increase in the optional standard mileage rate for the final 6 months of 2022. Taxpayers may use the optional standard mileage rates to calculate the deductible costs of operating an automobile for business and certain other purposes.

For the final 6 months of 2022, the standard mileage rate for business travel will be 62.5 cents per mile, up 4 cents from the rate effective at the start of the year. The new rate for deductible medical or moving expenses (available for active-duty members of the military) will be 22 cents for the remainder of 2022, up 4 cents from the rate effective at the start of 2022. These new rates become effective July 1, 2022. The IRS provided legal guidance on the new rates in Announcement 2022-13 [PDF](#), issued today.

In recognition of recent gasoline price increases, the IRS made this special adjustment for the final months of 2022. The IRS normally updates the mileage rates once a year in the fall for the next calendar year. For travel from Jan. 1 through June 30, 2022, taxpayers should use the rates set forth in Notice 2022-03 [PDF](#).

"The IRS is adjusting the standard mileage rates to better reflect the recent increase in fuel prices," said IRS Commissioner Chuck Rettig. "We are aware a number of unusual factors have come into play involving fuel costs, and we are taking this special step to help taxpayers, businesses and others who use this rate."

While fuel costs are a significant factor in the mileage figure, other items enter into the calculation of mileage rates, such as depreciation and insurance and other fixed and variable costs.

The optional business standard mileage rate is used to compute the deductible costs of operating an automobile for business use in lieu of tracking actual costs. This rate is also used as a benchmark by the federal government and many businesses to reimburse their employees for mileage.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

The 14 cents per mile rate for charitable organizations remains unchanged as it is set by statute.

Midyear increases in the optional mileage rates are rare, the last time the IRS made such an increase was in 2011.

Mileage Rate Changes

Purpose	Rates 1/1 through 6/30/2022	Rates 7/1 through 12/31/2022
Business	$58.5 \times 170 = \$9,945$	$62.5 \times 170 = \$10,625$
Medical/Moving	18	22
Charitable	14	14

Page Last Reviewed or Updated: 09-Jun-2022

\$117.02

Actual Fuel Cost

Pending

270 miles
@ .42 per mile
\$113.40

CENEX MILAN IN09909623

Pump 'N Pak - Miller



Appears on your statement as:

CENEX MILAN IN09909623 MILLER SD 57362 USA

Made on Friday, June 10, 2022

This transaction is pending, which means it hasn't cleared yet and the final amount may change. Pending transactions generally post within 72 hours, at which point you can dispute it if it doesn't seem right to you.



Home



Help



Profile

**CITY OF MILLER
JOB DESCRIPTION**

POSITION Utility Floater
DEPARTMENT Electric/Water/Wastewater/Streets/Recreation

GENERAL DUTIES

Performs a variety of skilled and technical duties for construction, installation, operation, repair, maintenance, alteration, and replacement of municipal services, infrastructure, and/or equipment. Attends appropriate and necessary meetings, training, and seminars. All duties shall be performed in a manner consistent with safe practices and policies. Other duties may be performed as deemed appropriate and necessary.

SUPERVISION RECEIVED

Works directly under the supervision of the Electric Superintendent and takes work direction from the Water/Wastewater or Street Superintendents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Will perform the general duties as stated above on each respective department's services, infrastructure, and/or equipment.

DESIRED QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. A valid driver's license and **Class A** CDL is required or must possess within 6 months of employment.
2. High school diploma or GED certificate.
3. Ability to obtain such certifications as may be required.
4. 2 years of experience relating to construction, maintenance, or repair or any equivalent combination of education and experience.
5. Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction, and repair activities.
6. Ability to perform heavy manual tasks for extended periods of time; ability to work safely.
7. Ability to work odd shifts and at all times during emergencies.
8. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
9. Ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public; ability to understand and carry out written and oral instructions.
10. Ability to use basic math skills.
11. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to evaluate the system and troubleshoot the problem.

PHYSICAL DEMANDS

The physical demands 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 individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally 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 work environment is usually loud in field settings and moderately quiet in office settings.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, and reference check. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This 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.

Approval: _____
Applicant

Approval: _____
Immediate Supervisor

Date: _____

Date: _____