

**COUNTY FACILITIES COMMITTEE MEETING  
BUILDINGS & GROUNDS AGENDA  
May 24, 2022**

Committee Members: *BRUNO*, Magowan, Thomas, Strough, Conover, Beaty and Diamond

**I. Committee Meeting Call to Order by Chair**

**II. Approval of minutes of prior Committee Meeting**

**III. Action Agenda/New Business Items:**

1. Request: – Notice of Intent to Fill the Position – Cleaner #8  
Rationale: - Due to Resignation

**IV. Discussion Items**

1. Work Order Request Program
2. Fleet Car Request Program
3. Countryside Adult Home – Update
4. Putting together an RFP for Utility Cost Recovery

**V. Referrals/Pending Items**

1. Design for updates to the front entrance of the Municipal Center Building - Committee members to review proposed plans and provide any ideas for changes to the Superintendent of Public Works. (03.22.22) (*will have updated plans at committee*)
2. Update on abatement of asbestos in old jail building. (03.22.22)
3. Update on work to convert former Warren County Detention Center to Joseph Warren Center. (03.22.22)
4. Discussion to continue regarding updates to the Board Room. (03.22.22)

**VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)**

**VII. Motion to Adjourn**

Attachments:

1. Resolution Request No. 12 - Notice of Intent to Fill a Position

**RESOLUTION REQUEST FORM NO. 12**

Schedule "A"

**NOTICE OF INTENT TO FILL VACANT POSITION**

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department: DPW.HEALTH & HUMAN SERVICES BUILDING Payroll Dept. No: 19.13

Title of Position: Cleaner #8 Base Salary of Position: \$29735 Grade: 2

Filling at Step # (If Known): \_\_\_\_\_

Budget code and title: A.1624 GENERAL.HEALTH AND HUMAN SERVICES Union  Non-Union

This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other

Employee No./Last Name: #13549/SANTIAGO Date of Vacancy: 05/07/2022

Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No

Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%

**CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL**

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_

**Actual Impact to Budget Report will be provided monthly by Human Resources Director.**

**Candidate's qualifications must be approved by Personnel Officer prior to hiring.** \_\_\_\_\_

**Human Resources Director has approved this form when initialed.** \_\_\_\_\_

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

The Administrator has no objection to the filling of the vacancy.

The Administrator objects to the filling of the vacancy.

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**BUDGET OFFICER COMPLETES THIS SECTION**

The Budget Officer has no objection to the filling of the vacancy.

The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee \_\_\_\_\_

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy.

In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

## CLEANER

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work requiring efficient performance of simple cleaning tasks and may include moving tables and chairs, etc. for cleaning and/or meeting set ups under general supervision. The work of employees in this class involves only the thorough execution of tasks that follow a well-established routine. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Dust chairs, tables, desks, shelves and other furniture;

Wash windows, walls, woodwork, water closets, tubs and bowls;

Sweep, mop, wash and wax floors;

Gather and dispose of refuse;

Clean and polish furniture and fixtures;

May manually shovel snow and spread salt to keep entrances clean;

May set up and take down tables, chairs, microphones and related items as necessary;

Does related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Some knowledge of cleaning methods, materials and equipment; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to read and write; thoroughness; cleanliness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None is required but some experience in building cleaning work is desirable.



EXISTING TREE LINE

PARKING

PARKING

GARDENS

HISTORICAL SOCIETY

OUTDOOR PRESENTATION SPACE

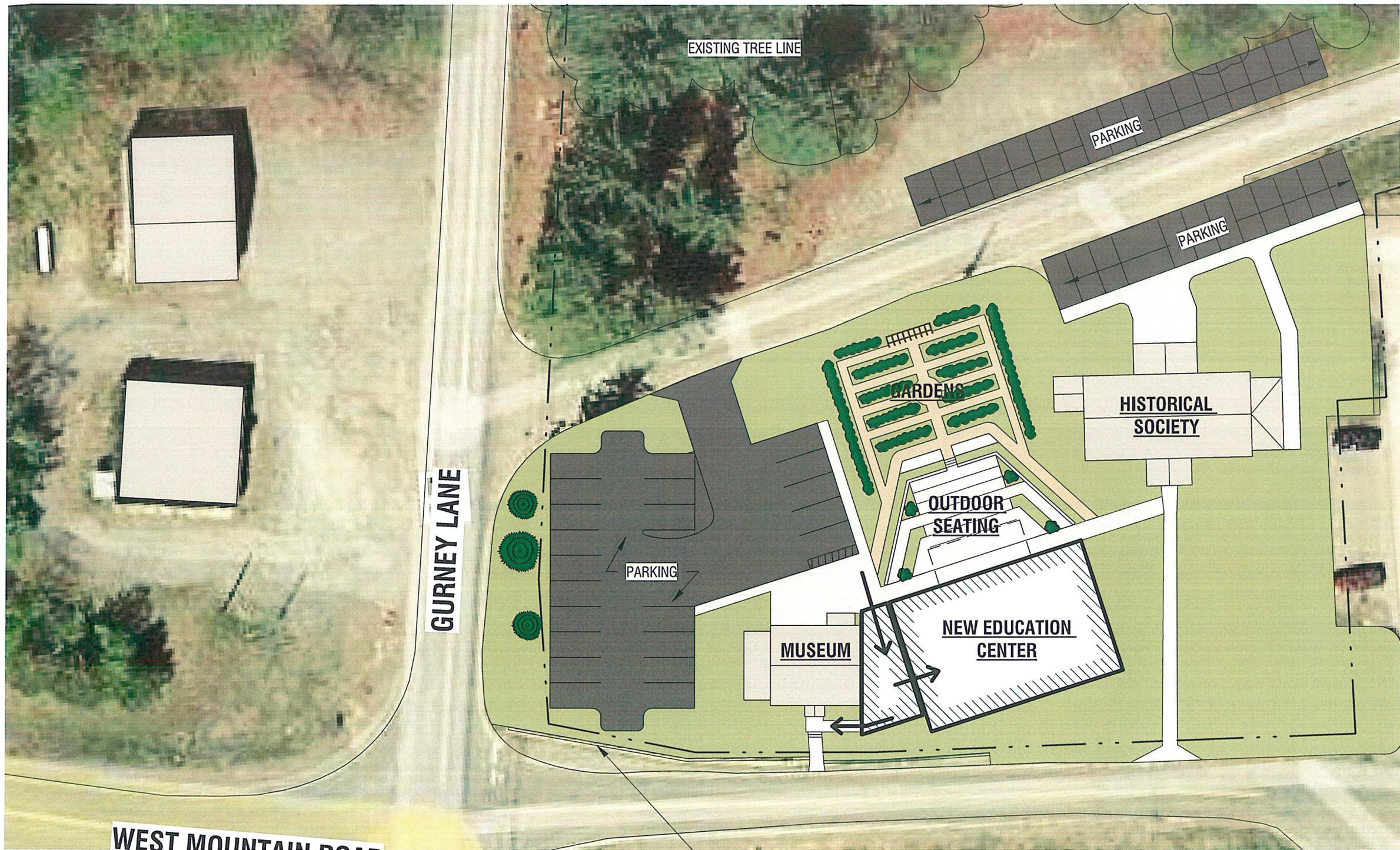
MUSEUM

NEW EDUCATION CENTER

100' - 0"  
FRONT SETBACK

GURNEY LANE

WEST MOUNT



EXISTING TREE LINE

PARKING

PARKING

GARDENS

HISTORICAL SOCIETY

OUTDOOR SEATING

PARKING

MUSEUM

NEW EDUCATION CENTER

GURNEY LANE

WEST MOUNTAIN ROAD

