

AGENDA
COOSA COUNTY COMMISSION
October 9, 2018
9:30 AM

WELCOME

PUBLIC COMMENTS: Mr. David Mann – County Road 16, Mt. Moriah
Mrs. Sharon Haynes – Introduction of Oksana Singh – New 4-H
Agent for Coosa County

ELECTED OFFICIAL COMMENT:**CALL TO ORDER****COMMISSION ROLL CALL****INVOCATION, PLEDGE OF ALLEGIANCE****APPROVE AGENDA****READING OF MINUTES****AWARDS AND PRESENTATIONS:**

Recognition of the Retirement of Commissioner Paul Perrett.

**Recognition of appointment of Commissioner Bertha McElrath to the NACO
(National Association of Counties) Justice and Public Safety Policy Steering
Committee.**

CONSENT AGENDA- MOTION AND SECOND TO APPROVE

- (A) Motion for Chairman, Vice Chairman and Administrator to authorize to issue and sign checks for payment of monthly expenses and payroll.
- (B) Motion to approve changes in employees: job description, salary, work hours, status (including budget approved raises).

NEW BUSINESS

- (1) E-911 Board Resignation of Richard Crayton – Discussion – Commissioner Kelley
- (2) Approval of E-911 Board Appointment to complete the term of Mr. Richard Crayton for District 3 – Commissioner Kelley
- (3) Approval to Renew Lease Agreement with the State of Alabama of the Coosa County DHR facility for FY19 – Administrator Graham
- (4) Approval to declare listing attached of Sheriff/Jail equipment obsolete and dispose of in the County Landfill Electronic Bin (See attached listing) – Sheriff Wilson/Admin Mull
- (5) Approval of updated EMA Director/Safety Coordinator's job description– Admin Graham
- (6) Approval to updated Assistant County Engineer's job description-Admin Graham
- (7) Discussion of Current Travel Policy and possible updated travel policy (not provided to Administrator)-Commissioner McElrath
- (8) Approval to rebid Crushed Granite for types #5, #6 and #78 and to open bids at the next Commission Meeting – Engineer Eason
- (9) Approval for Sheriff Department to apply for ADECA Equipment grants with application due no later than October 31, 2018 – Sheriff Wilson.

- (10) Approval to reschedule the next regular Commission meeting from Tuesday, November 13th to Wednesday, November 14th per Code of Alabama 1975, Section 11-3-1 – Chairman Adams

OLD BUSINESS

STAFF REPORTS

Administrator --

Engineer

Attorney-

EMA

Courthouse Maintenance-

Nutrition-

Safety Coordinator-

DISCUSSION ITEMS BY COMMISSIONERS

ADJOURN

MINUTES**COOSA COUNTY COMMISSION**

OCTOBER 9, 2018

9:30 A.M.

ELECTED OFFICIAL COMMENT**CALL TO ORDER**

THE COOSA COUNTY COMMISSION MET AT THE COOSA COUNTY COURTHOUSE OCTOBER 9, 2018 FOR ITS REGULAR MEETING WITH CHAIRMAN TODD ADAMS, PRESIDING.

COMMISSION ROLL CALL

COMMISSIONER ROLL CALL CONSISTED OF CHAIRMAN-TODD ADAMS, VICE CHAIR BERTHA K. MCELRATH, PAUL PERRETT, RANDALL DUNHAM, AND UNZELL KELLEY.

INVOCATION AND PLEDGE OF ALLEGIANCE

INVOCATION WAS GIVEN BY DAVID MANN. THE PLEDGE OF ALLEGIANCE WAS SAID BY ALL IN ATTENDANCE.

APPROVE AGENDA

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY BERATH K. MCELRATH TO ADD TO THE AGENDA THE FOREVER WILD LETTER AND APPROVE THE AGENDA. UNANIMOUSLY APPROVED

READING OF MINUTES

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY BERATH K. MCELRATH TO DISPENSE READING OF MINUTES. UNANIMOUSLY APPROVED

AWARDS AND PRESENTATION

IN RECOGNITION OF COMMISSIONER PAUL PERRETT ON HIS RETIREMENT. RECOGNITION OF BERTHA K. MCELRATH BEING APPOINTED A MEMBER OF THE NACO (NATIONAL ASSOCIATION OF COUNTIES) JUSTICE AND PUBLIC SAFETY POLICY STEERING COMMITTEE

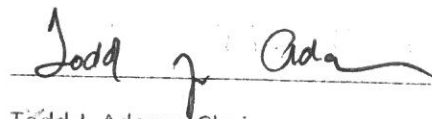
**RESOLUTION FOR BERTHA K. MCELRATH RECOGNIZING HER
NOMINATION AS A MEMBER OF THE NATIONAL
ASSOCIATION OF COUNTIES (NACO) JUSTICE AND PUBLIC
SAFETY POLICY STEERING COMMITTEE**

WHEREAS, Bertha K. McElrath was nominated as a member of the Justice and Public Safety Steering with the National Association of Counties (NACO); and

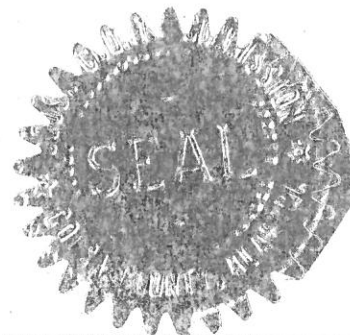
WHEREAS, Bertha K. McElrath is the Commissioner for District two (2) in which she puts a great deal of time and effort making sure her Constituents voices are being heard; and

WHEREAS, Counties Linking Residents to Services, which will explore ways that county governments are connecting our residents in the spirit of building healthy, safe and vibrant communities; and

IN WITNESS WHEREOF, the Coosa County Commission has caused this Resolution to be executed in its named and on its behalf by its Chairman on this 9th day of October, 2018.



Todd J. Adams, Chairman
Coosa County Commission



RESOLUTION OF SERVICE FOR PAUL PERRETT

WHEREAS, the Coosa County Commission, the governing body of Coosa County, recognizes fellow Commissioner Paul Perrett for his service to Coosa County;

Commissioner Perrett was elected to public service November of 2010 and reelected November of 2014. During his tenure he has been an example of leadership, strength and compassion for the citizens of Coosa County;

Commissioner Perrett has served the citizens of Coosa County with great enthusiasm concerning business development in Coosa County;

Commissioner Perrett has been a key activist for the aged citizens of Coosa County;

Commissioner Perrett has been a good steward of his responsibilities to the citizens of Coosa County and served them with dignity and morality;

WHEREAS, let it be known, the Coosa County Commission would like to thank Paul Perrett for his service to the citizens of Coosa County, and wish him the best in his future endeavors.

IN WITNESS WHEREOF, the Coosa County Commission has caused this Resolution to be executed on this the 9th of October, 2018.

Judd J. Adair

Samuel D. Dinkins

Bertha K. McElrath

Ungell Kelley

3131

CONSENT AGENDA

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY UNZELL KELLEY TO APPROVE FOR THE CHAIRMAN, VICE CHAIRMAN AND ADMINISTRATOR TO AUTHORIZE TO ISSUE AND SIGN CHECKS FOR PAYMENT OF MONTHLY EXPENSES AND PAYROLL. UNANIMOUSLY APPROVED

MOTION TO APPROVE CHANGES IN EMPLOYEES: JOB DESCRIPTION, SALARY, WORK HOURS, STATUS (INCLUDING BUDGET APPROVED RAISES).



Coosa County Sheriff's Office

Terry Wilson, Sheriff

296 School Street • P. O. Box 279

Rockford, Alabama 35136

Office: 256-377-4922/1803 • Fax 256-377-1244

Jail: 256-377-2211 • Fax 256-377-2690

Email: office@coosaso.com • Website: www.coosacountyso.org



MEMO

To: Coosa County Commission
From: Coosa County Sheriff's Office
Date: September 21, 2018
Re: Blake Lee Richardson – End of Probation

MESSAGE:

Blake L. Richardson has completed his six (6) months' probation period on September 20, 2018. His rate of pay should increase to \$13.88 per hour. He is now eligible to receive his vacation and leave hours.

This memorandum for the record will remain in effect until further notice.

Terry Wilson
Terry Wilson, Sheriff

Coosa County Sheriff's Office

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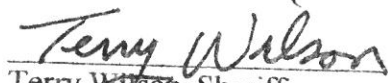
MEMO

To: Coosa County Commission
From: Coosa County Sheriff's Office
Date: September 21, 2018
Re: Travis Ray Ward – End of Probation

MESSAGE:

Travis R. Ward has completed his six (6) months' probation period on September 5, 2018. His rate of pay should increase to \$11.96 per hour. He is now eligible to receive his vacation and leave hours.

This memorandum for the record will remain in effect until further notice.


Terry Wilson, Sheriff



Coosa County Sheriff's Office

Terry Wilson, Sheriff

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MEMO

To: Coosa County Commission

From: Coosa County Sheriff's Office

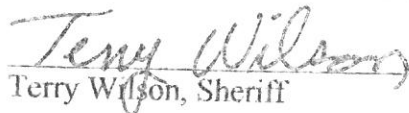
Date: October 1, 2018

Re: Christopher Hamilton Swaney - New Hire - Correction Officer/Dispatcher

MESSAGE: New Hire

The Coosa County Sheriff's Office has hired Christopher H. Swaney as a Correctional Officer/Dispatcher. His date of hire is today, October 1, 2018. Swaney's rate of pay will be \$11.96 per hour. Upon completion of his six (6) month probationary period, he *will* receive an increase in pay.

This memorandum for record will remain in effect until further notice.


Terry Wilson, Sheriff

NEW BUSINESS

DISCUSSION OF E-911 BOARD RESIGNATION OF RICHARD CRAYTON.

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY PAUL PERRETT TO TABLE THE APPROVAL OF E-911 BOARD APPOINTMENT TO COMPLETE THE TERM OF RICHARD CRAYTON FOR DISTRICT 3. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY UNZELL KELLEY THE APPROVAL TO RENEW LEASE AGREEMENT WITH THE STATE OF ALABAMA OF THE COOSA COUNTY DHR FACILITY FOR FY 19. UNANIMOUSLY APPROVED



Kay Ivey
Governor

State of Alabama
Department of Human Resources

S. Gordon Persons Building
50 Ripley Street
P. O. Box 304000
Montgomery, Alabama 36130-4000
(334) 242-1310
www.dhr.alabama.gov



Nancy T. Buckner
Commissioner

September 7, 2018

Coosa County Commission
PO Box 10
Rockford, Alabama 35136

Attn: Mayor, Administrator, Chairman, and/or City Clerk

Re: County DHR Facility: Coosa
Occupied: August 2001
Located: 300 South Jackson Street, Rockford, Alabama 35136

To Whom It May Concern:

In accordance with the renewal paragraph of the lease agreement between the State of Alabama, Department of Human Resources (DHR) and Coosa County Commission:

- Page: 4
- Section: 5

DHR hereby gives notice of our intention to extend the Lease Agreement as follows upon your concurrence:

- The fourth additional one year term
- At \$1.00 per square foot for 11,315 square feet
- At the monthly rate of \$942.92 or \$11,315.04 annually
- Extension begins on the 1st day of October 2018 and end on the 30th day of September 2019

Please place your concurrence in writing to me at:

2773 Gunter Park Drive West, Montgomery, AL 36109 and include 12-months of rental invoices for payment.

If you have any questions or need additional information, please feel free to contact me at 334-409-6810 or Randal.Beasley@dhr.alabama.gov.

Sincerely,

Randal Beasley
Randal Beasley, Housing Manager
DHR, General Services Division

3133

MOTIONED BY COMMISSIONERS PAUL PERRETT AND SECONDED BY BERTHA K. MCELRATH THE APPROVAL TO DELCARE LISTING ATTACHED OF SHERIFF/JAIL EQUIPMENT OBSOLIETE AND DISPOSE OF IN THE COUNTY LANDFILL ELECTRONIC BIN. (SEE ATTACHED LISTING). UNANIMOUSLY APPROVED

ASSET#

700161

700115

700114

700113

700112

700111

700110

700470

700499

700787

700755

700753

DEPARTMENT

SHERIFF: X

JAIL: _____

DATE: 9/27/18

SUBMITTED BY: Milk

ADD: _____

REMOVE: X

PROPERTY DESCRIPTION: Generator

PURCHASE AMOUNT: _____

PURCHASED FROM: _____

SERIAL#: _____

MODEL#: _____

FUND: _____

IF BEING DECLARD SURPLUS:

ASSET#: 700499

DECAL#: 1048

INVENTORY FORM

DEPARTMENT

SHERIFF: X

JAIL: _____

DATE: 9/27/18

SUBMITTED BY: Mik

ADD: _____

REMOVE: X

PROPERTY DESCRIPTION: Computer for Jame + Keel

PURCHASE AMOUNT: _____

PURCHASED FROM: _____

SERIAL#: _____

MODEL#: _____

FUND: _____

IF BEING DECLARD SURPLUS:

ASSET#: 700787

DECAL#: 1297

REASON FOR DECLARATION: both pc's replaced

INVENTORY FORM

DEPARTMENT

SHERIFF: ~~_____~~

JAIL: _____ X

DATE: 9/27/18

SUBMITTED BY: Mike

ADD: _____

REMOVE: _____ X

PROPERTY DESCRIPTION: HP Laptop

PURCHASE AMOUNT: _____

PURCHASED FROM: _____

SERIAL#: _____

MODEL#: _____

FUND: _____

IF BEING DECLARD SURPLUS:

ASSET#: 700755

DECAL#: 1276

REASON FOR DECLARATION: replaced w/ MSZ Laptop

INVENTORY FORM

DEPARTMENT

SHERIFF: X

JAIL: _____

DATE: 9/27/18

SUBMITTED BY: Mike

ADD: _____

REMOVE: X

PROPERTY DESCRIPTION: FAX MACHINE

PURCHASE AMOUNT: _____

PURCHASED FROM: _____

SERIAL#: _____

MODEL#: _____

FUND: _____

IF BEING DECLARD SURPLUS:

ASSET#: 700470

DECAL#: 1030

REASON FOR DECLARATION: Replaced w/ purch-

from discretesy not operationed

INVENTORY FORM

DEPARTMENT

SHERIFF: X

JAIL: _____

DATE: 9/27/18

SUBMITTED BY: Mike

ADD: _____

REMOVE: X

PROPERTY DESCRIPTION: 2009 Dodge Charger

PURCHASE AMOUNT: _____

PURCHASED FROM: _____

SERIAL#: _____

MODEL#: _____

FUND: _____

IF BEING DECLARD SURPLUS:

ASSET#: 700161

DECAL#: 759

REASON FOR DECLARATION: Sold on Gov Deeds

INVENTORY FORM

DEPARTMENT
SHERIFF: X
JAIL: _____

DATE: 10/4/18

SUBMITTED BY: Mike

ADD: _____

REMOVE: X

PROPERTY DESCRIPTION: Digital Car Camera System

PURCHASE AMOUNT: \$5020.00

PURCHASED FROM: DV10-117073

SERIAL#: _____

MODEL#: _____

FUND: _____

IF BEING DECLARD SURPLUS:

ASSET#: 700115

DECAL#: 714

REASON FOR DECLARATION: Inoperable

3134

INVENTORY FORM

DEPARTMENT

SHERIFF: X

JAIL: _____

DATE: 10/4/18

SUBMITTED BY: Mike

ADD: _____

REMOVE: X

PROPERTY DESCRIPTION: Digital Car Camera System

PURCHASE AMOUNT: \$5020.00

PURCHASED FROM: _____

SERIAL#: DV10-121878

MODEL#: _____

FUND: _____

IF BEING DECLARD SURPLUS:

ASSET#: 700114 DECAL#: 713

REASON FOR DECLARATION: inoperable

INVENTORY FORM

DEPARTMENT

SHERIFF: X

JAIL: _____

DATE: 10/4/18

SUBMITTED BY: Mike

ADD: _____

REMOVE: X

PROPERTY DESCRIPTION: Digital Car Camera System

PURCHASE AMOUNT: \$50.20.00

PURCHASED FROM: _____

SERIAL#: DV10-121935

MODEL#: _____

FUND: _____

IF BEING DECLARD SURPLUS:

ASSET#: 700113

DECAL#: 712

REASON FOR DECLARATION: inoperable

INVENTORY FORM

DEPARTMENT

SHERIFF: X

JAIL: _____

DATE: 10/4/18

SUBMITTED BY: Mike

ADD: _____

REMOVE: X

PROPERTY DESCRIPTION: Digital Car Camera System

PURCHASE AMOUNT: \$50.20.00

PURCHASED FROM: _____

SERIAL#: DV10-121933

MODEL#: _____

FUND: _____

IF BEING DECLARD SURPLUS:

ASSET#: 700112

DECAL#: 711

REASON FOR DECLARATION: Inoperable

INVENTORY FORM

DEPARTMENT

SHERIFF: X

JAIL: _____

DATE: 10/4/18

SUBMITTED BY: Mike

ADD: _____

REMOVE: X

PROPERTY DESCRIPTION: Digital Car Camera System

PURCHASE AMOUNT: \$50.20.00

PURCHASED FROM: _____

SERIAL#: DV10-121930

MODEL#: _____

FUND: _____

IF BEING DECLARD SURPLUS:

ASSET#: 70011

DECAL#: 710

REASON FOR DECLARATION: inoperable

INVENTORY FORM

DEPARTMENT

SHERIFF: X

JAIL: _____

DATE: 10/4/18

SUBMITTED BY: Mike

ADD: _____

REMOVE: X

PROPERTY DESCRIPTION: Digital Car Camera System

PURCHASE AMOUNT: \$5020.⁰⁰

PURCHASED FROM: _____

SERIAL#: DV10-121908

MODEL#: _____

FUND: _____

IF BEING DECLARD SURPLUS:

ASSET#: 700110

DECAL#: 708

REASON FOR DECLARATION: inoperable

INVENTORY FORM

DEPARTMENT

SHERIFF: _____

JAIL: X

DATE: 9/21/18

SUBMITTED BY: Mike Mull

ADD: _____

REMOVE: X

PROPERTY DESCRIPTION: HP Color Laser Jet Pro

PURCHASE AMOUNT: 279.99

PURCHASED FROM: PCMAIL

SERIAL#: _____

MODEL#: _____

FUND: Sex Offender Fund

IF BEING DECLARD SURPLUS:

ASSET#: 700753

DECAL#: 1274

REASON FOR DECLARATION: no longer functioning Property

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY PAUL PERRETT THE APPROVAL OF UPDATED EMA DIRECTOR/SAFETY COORDINATOR'S JOB DESCRIPTION. UNANIMOUSLY APPROVED

COOSA COUNTY JOB DESCRIPTION

Job Title: Deputy Director, EMA/Safety Director
 Department: Emergency Management Agency (EMA)
 FLSA: Grade:
 Job Description Prepared: September 2018

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Director, EMA
 Subordinate Staff: None
 Other Internal Contacts: All County Departments
 External Contacts: General Public; Department of Homeland Security; Alabama EMA; First Responders; Hospitals; Other Medical Facilities; Alabama Department of Public Health; Alabama Department of Environmental Management; Volunteers; CDC; Alabama Association of Volunteer Fire Departments; Department of Human Resources; Department of Public Safety; Coosa Public Health Department; ALDOT; Alabama Department of Wildlife Management; ADECA; FEMA; and E-911; Red Cross; Contractors; and Vendors

Job Summary

Under the direction of the Director, the employee performs emergency preparedness activities for the County EMA. The employee is responsible for duties related to planning, administration, mitigation, emergency operations, public information, and equipment maintenance as it relates to Coosa County Emergency Management. Employee meets with various officials to coordinate and develop training and exercises.

in conjunction with other first responders and emergency organizations. The employee writes and manages grants and responds and works diligently at the time of Emergency Operations Center (EOC) activation. The employee also serves as Safety Coordinator, ensuring the training and compliance of County departments and employees with insurance company guidelines and regulations.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Administration. The employee performs, completes and submits administrative documentation and reports.

1. Prepares and submits quarterly plans for emergency systems.
2. Prepares activities results lists.
3. Keeps records of telephone numbers for city and County emergency response agencies.
4. Submits reports regarding emergency exercise activities.
5. Keeps accurate records of site information requirements for disaster application centers.
6. Prepares operational budget for Emergency Management Agency for submission to County Commission and AEMA.
7. Ensures maintenance of equipment inventory records and property receipts for all equipment purchased by the EMA.
8. Pursues various types of grants to purchase equipment, supplies, etc. for the purpose of improving the emergency management program.
9. Develops and maintains mutual aid agreements with private sector and other counties.
10. Coordinates training in accordance with FEMA grant programs.
11. Negotiates EMA, disaster, and specialized services.
12. Assists in the preparation of the annual EMA budget request for submission to AEMA, County Commission; submits budget requests and grant applications to ADHS.
13. Prepares and submits invoice reimbursement claims to AEMA.
14. Prepares and submits EMA quarterly reports to AEMA.
15. Prepares and submits semi-annual homeland security grant reports on-line.
16. Administers homeland security grants received.
17. Maintains and updates call-out rosters for emergency response personnel and volunteers.
18. Registers and maintains residential storm shelter database.
19. Attends Homeland Security and various other public meetings.

20. Prepares correspondence, reports, documents, forms and plans on computer; types some forms and document on typewriter.
21. Answers telephone, screens and routes calls, provides information to callers, and takes messages.
22. Greets the general public entering the EOC and provides assistance.
23. Makes copies and maintains filing system.

ESSENTIAL FUNCTION: Emergency Preparation. The employee develops and implements emergency plans for a variety of emergency situations.

1. Assists in organizing emergency exercises three times per year.
2. Conducts tests of warning systems (i.e. Emergency Broadcast System).
3. Updates emergency plans and procedures for disasters as required.
4. Coordinates various emergency response agencies and shelters and keeps them up-to-date regarding changes in emergency plans and operations.
5. Meets with school officials to discuss and review school emergency plans and procedures; makes recommendations for changes or improvements.
6. Monitors weather and remains in contact with the National Weather Service.
7. Coordinates training credit of County agencies for maintaining EMA credit.

ESSENTIAL FUNCTION: Public Information. The employee disseminates emergency preparedness information and keeps the public informed of emergency planning initiatives.

1. Speaks to community groups regarding emergency plans and procedures.
2. Attends training courses to obtain information.
3. Serves on various boards and committees to obtain and exchange information pertaining to emergency management.
4. Performs other duties as assigned.

ESSENTIAL FUNCTION: Safety Coordinator. Serves as the County Safety Coordinator, ensuring departments maintain safety compliance in compliance with insurance company guidelines.

1. Ensures each County department conducts quarterly safety meetings.
2. Collects meeting documentation from departments; compiles and submits to insurance company.
3. Attends and participates in yearly safety training to remain abreast of current and new safety information.
4. Ensures safety inspections are performed by each department on a monthly basis.
5. Ensures all departments have attended all required training courses.
6. Performs other duties as required.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County rules, regulations, and policies.
2. Knowledge of County roads and layout.
3. Knowledge of local demographic data.
4. Knowledge of methods, techniques, and practices of emergency management, with emphasis on planning, operations, logistics, preparedness, population protection, and communications.
5. Knowledge of computer software to include general office software.
6. Knowledge of basic bookkeeping principles.
7. Knowledge of local volunteer organizations.
8. Knowledge of EMA state statutes.
9. Knowledge of disaster recovery and mitigation.
10. Knowledge of grant writing and management.
11. Knowledge of office management practices and techniques.
12. Knowledge of safety rules including accident causation and prevention and worksite safety regulations.
13. Verbal skills to effectively communicate to public groups.
14. Writing skills to complete reports and create official documents.
15. Reading skill to comprehend instructions, warnings, and other information.
16. Math skills to perform mathematical operations efficiently.
17. Problem solving skills to effectively handle crisis situations.
18. Ability to prepare clear and concise oral and written communications, including correspondence, plans, and procedures.
19. Ability to effectively communicate in person, over the telephone, and on various communication devices.
20. Ability to effectively deal with different people and environments.
21. Ability to develop and interpret charts and maps.
22. Ability to use modern office methods, techniques and equipment.
23. Ability to use multi-line telephones.
24. Ability to speak and make presentations in public.
25. Ability to handle stressful situations and use good judgment.
26. Ability to use computers and office productivity software.
27. Ability to use standard office equipment.
28. Ability to conduct training classes.
29. Ability to work independently, without close supervision.
30. Ability to work long hours and remain alert helpful during emergency operations.
31. Ability to use two-way radio and other communication devices.
32. Ability to wear personal safety equipment.
33. Ability to organize files, plans, and important documents.
34. Ability to safely drive.

Minimum Qualifications

1. Possession a high school diploma or GED; an Associate's Degree in any related field is preferred.
2. At least two years of work experience in an office environment.
3. Experience in the field of emergency management, first response, logistics, or related field is preferred; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
4. Possession of a current and valid driver's license.
5. Ability to complete EMA training plan/courses as required.
6. Ability to be on-call 24/7 and work non-standard hours.
7. Ability to travel.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

COOSA COUNTY JOB DESCRIPTION

Job Title: Assistant County Engineer

Department: Highway Department

FLSA: Grade:

Job Description Prepared: September 2018

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: County Engineer

Subordinate Staff: Highway Department Staff (in absence of County Engineer)

Other Internal Contacts: Revenue Commission; Commission Office; Sheriff's Department

External Contacts: General Public; FEMA; Federal Highway Administration; Alabama Department of Transportation (ALDOT); Contractors; ADEM; Local Schools; ADECA; East Alabama Planning Commission

Job Summary

Under the direction of the County Engineer, the employee provides engineering expertise and project management services for the Coosa County Highway Department. The employee primarily manages projects that utilize federal funding for road and bridge activities ensuring the compliance with specified guidelines. The employee also provides leadership for locally funded projects as assigned by the County Engineer. The employee performs bridge inspections, works closely with private contractors, and manages grants awarded to the County.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Federal Projects. Serves as a project manager of federally funded road and bridge projects on behalf of the Highway Department.

1. Completes and submits initial paperwork related to federal road projects; ensures documents are complete and accurate.
2. Conducts plan assembly utilizing road engineering principles and best practices.
3. Performs inspections during construction phase of projects.
4. Closes out federal projects with the appropriate approvals, signatures, and documentation for submission to federal agency.
5. Ensures compliance with federal specification, guidelines and regulations.

ESSENTIAL FUNCTION: County Road Departmental Operations. Provides professional expertise in the engineering work efforts of the Highway Department.

1. Manages County-generated projects from start to finish, ensuring specifications are identified and followed in accordance with DOT regulations.
2. Initiates and plans projects that align with budgetary constraints in coordination with County Engineer.
3. Participates in the selection of private contractors for work on County projects.
4. Performs bridge inspections utilizing authority vested by certification.
5. Completes bridge inspection reports for submission to County Engineer and ALDOT; uploads information to computer system.
6. Maintains a uniform filing system containing project documentation and important files.
7. Identifies bridges and other potential County projects that fit specifications of grants.
8. Assists with grant application preparation; manages paperwork upon grant award.
9. Receives information related to right-of-way acquisition from Revenue Commission and/or land owner; uses GIS system to locate property owner.
10. Works with FEMA to ensure projects are out of flood zones, there are no encroachments, and projects do not interfere with models.
11. Assists with preparation of estimates for departmental budget proposals.

12. Assists and coordinates the county road maintenance inspection performed by DOT.
13. Creates and maintains field diaries of project activities.
14. Works with logging inspector to create maps of logging activity.
15. Drives county vehicle to project sites.
16. Performs land surveys as required for project completion.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County rules, regulations, policies and procedures.
2. *Knowledge of County road and bridge systems.
3. Knowledge of principles and practices of civil engineering.
4. Knowledge of laws associated with the practice of civil engineering.
5. Knowledge of civil engineering methods and practices related to road and bridge maintenance and construction.
6. Knowledge of current tools, equipment and techniques used in conducting projects associated with civil engineering.
7. Knowledge of surveying methods and techniques.
8. Knowledge of traffic safety laws, manuals and traffic control systems.
9. Knowledge of safety rules including accident causation and prevention and worksite safety regulations.
10. Reading skills to interpret technical manuals, construction plans, reports, textbooks, directions, ordinances, and codes.
11. Communication skills to effectively communicate internally and externally, both orally and in writing.
12. Writing skills to take field notes, write reports, correspondence and recommendations using correct English, grammar, punctuation, and spelling.
13. Math skills to perform complex engineering and survey calculations and measurements.
14. Verbal skills to communicate effectively with supervisor and co-workers.
15. Skills in solving design problems.
16. Skills in organizing, prioritizing and sequencing projects and tasks.
17. Skills to utilize GIS equipment and other industry technologies.
18. Skills to conduct surveys and utilize appropriate equipment for associated tasks.
19. Ability to develop, read and interpret blueprints, sub division layouts, drawings and other documents utilized in performing required engineering functions.
20. Ability to inspect bridges, roads, shoulders and slopes.
21. Ability to work outdoors for extended periods of time in varying extremes of weather conditions.

22. Ability to exercise independent judgment and initiative in planning and implementing work.
23. Ability to perform accounting and budgetary functions.
24. Ability to communicate effectively using written and oral methods, with peers, officials, employees, media and the general public.
25. Ability to use computers and office productivity software programs.
26. Ability to use CAD software.
27. Ability to develop and maintain records and reports using the computer.
28. Ability to manage hardcopy and computer files.
29. Ability to operate office equipment to include multi-line phones, copiers, fax machines, typewriter, and others.
30. Ability to work independently with little or no supervision.
31. Ability to direct and supervise the work of others.
32. Ability to manage time effectively and handle multiple projects.
33. Ability to use specialized equipment and tools.
34. Ability to lift and carry items weighing in excess of 50 pounds.
35. Ability to wear and utilize safety and protection equipment.
36. Ability to drive.

Minimum Qualifications

1. Possess a bachelor's degree in civil engineering from an accredited college or university.
2. Four years professional experience in bridge inspection, plan creation, and project inspection.
3. Possess a current and valid driver's license.
4. Availability in the event of major storms.
5. Ability to travel as required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

DISCUSSION OF CURRENT TRAVEL POLICY AND POSSIBLE UPDATED TRAVEL POLICY.

MOTIONED BY COMMISSIONERS BERTHA K. MCELRATH AND SECONDED BY UNZELL KELLEY TO GO INTO EXECUTIVE SESSION. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY PAUL PERRETT TO COME OUT OF EXECUTIVE SESSION. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONERS BERTHA K. MCELRATH AND SECONDED BY UNZELL KELLEY TO DISCUSS THE CURRENT TRAVEL POLICY AND TO HAVE A WORK SESSION ON OCTOBER 30TH, 2018, OPPOSED BY COMMISSIONERS PAUL PERRETT, TODD ADAMS, AND RANDALL DUNHAM.

MOTIONED BY COMMISSIONERS TODD ADAMS AND SECONDED BY PAUL PERRETT TO HAVE A WORK SESSION ON NOVEMBER 14, 2018 AFTER COMMISSIONER MEETING ON NOVEMBER 13TH, 2018, OPPOSED BY COMMISSIONERS UNZELL KELLEY AND BERTHA KELLY.

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY UNZELL KELLEY THE APPROVAL TO REBID CRUSHED GRANITE FOR TYPES #5, #6, AND #78 AND TO OPEN BIDS AT THE NEXT COMMISSION MEETING. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY PAUL PERRETT THE APPROVAL FOR SHERIFF DEPARTMENT TO APPLY FOR ADECA EQUIPMENT GRANTS WITH APPLICATION DUE NO LATER THAN OCTOBER 31, 2018. UNANIMOUSLY APPROVED. COMMISSIONER UNZELL KELLY ABSTAINED

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY PAUL PERRETT THE APPROVAL TO RESCHEDULE THE NEXT REGULAR COMMISSION MEETING FROM TUESDAY, NOVEMBER 13TH TO WEDNESDAY, NOVEMBER 14TH PER CODE OF ALABAMA 1975, SECTION 11-3-1. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY BERTHA KELLY TO SEND LETTER TO THE FOREVER WILD BOARD OF THE PINHOTI TRAIL PROJECT COMPLETION FROM THE CONSERVATION FUND TO FOREVER WILD TO SHOW OUR SUPPORT. UNANIMOUSLY APPROVED, COMMISSIONER TODD ADAMS ABSTAINED.

OLD BUSINESS

NONE

MOTION TO ADJOURN

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY BERTHA K. MCELRATH TO ADJOURN. UNANIMOUSLY APPROVED

MINUTES APPROVED THIS 14th DAY OF NOVEMBER, 2018.


 CHAIRMAN, TODD ADAMS


 VICE CHAIRMAN, BERTHA K. MCELRATH

Unzell Kelly
UNZELL KELLEY

Paul Perrett
PAUL PERRETT

Randall Dunham
RANDALL DUNHAM