

Agenda – Committee of the Whole
Penn Manor School District
Monday, January 8, 2018
Manor Middle School – Board Room

EXECUTIVE SESSION

6:25

Purchase of Real Estate
Personnel (Review of Items 4B to 4E – Leaves, Resignations,
Retirements, Sabbatical)
Personnel (Employee Terms of Employment)
Student Matters (Review of Item 3A)

COMMITTEE OF THE WHOLE

7:00

CALL TO ORDER: Mr. Long

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, January 22, 2018 at 7:00 p.m. in the Board Room of the Manor Middle School.

FLAG SALUTE: Students from Central Manor Elementary

ANNOUNCEMENT: An Executive Session was held prior to the Committee of the Whole meeting for the purpose of discussing Real Estate, Personnel and Student Matters as detailed above.

ROLL CALL:

APPROVAL OF MINUTES: December 4, 2017
<http://www.pennmanor.net/boardminutes/>

CITIZEN’S COMMENTS: Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS

RECOGNITION OF THE PENN MANOR FIELD HOCKEY TEAM

Item 1.
(7:30 – 7:40)

Superintendent’s Quarterly Report - Dr. Leichliter

Explanation: Dr. Leichliter will review the updates in his second quarterly report of the 2017-2018 school year.

Information Only

Item 2.
(7:40 – 7:50)

Textbook Timeline for 2017-2018 – Dr. Egan & Dr. Shaffer

Explanation: Drs. Egan & Shaffer will discuss the timeline for textbooks and anticipated purchases.

Information Only

Item 3.
(7:50 – 8:00)

Appointment of Committees – Mr. Long

Explanation: Mr. Long will review the list of committee assignments for the 2018 calendar year. He will include both board and president appointed positions.

Approval for Placement on January 8, 2018 Voting Agenda

Item 4.
(8:00-8:15)

Lancaster County CTC Budget – Mr. Straub & Dr. Leichliter

Explanation: Mr. Straub and Dr. Leichliter will present the proposed CTC budget for the 2018-2019 school year.

Approval for Placement on January 22, 2018 Voting Agenda

Item 5.
(8:15 - 8:30)

Update on High School Project – Dr. Leichliter

Explanation: Dr. Leichliter provide updates on the high school project including discussion of the auditorium. He will also update the board on the status with the recent purchase of 66 E. Cottage Avenue. Contract for asbestos survey services will be reviewed for placement on the voting agenda.

Approval for Placement on January 8, 2018 Voting Agenda

ADJOURNMENT

Item 2. Consent Agenda for the Committee of the Whole Meeting – The committee is recommending approval of the following: (ROLL CALL)

- A. Principles of Effective Governance and Leadership
- B. Lancaster County Career & Technology Center Representatives appoint Chris Straub as representative to the Lancaster County Career & Technology Center and Joe Fullerton as alternate.
- C. Lancaster County Academy Representatives appoint Donna Wert as representative to the Lancaster County Academy Joint Operating committee and David Paitsel as alternate.
- D. Lancaster County Tax Collection Bureau Representative – election of Christopher L. Johnston and Judy Duke (alternate) as representatives to the Lancaster County Tax Collection Bureau.
- E. Contract with Environmental Hazards Control for asbestos survey services (see pages 5-7)

Item 3. Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Judicial Review Committee Action as cited (see enclosure).
- B. School Counseling Advisory Board
 - Ryan Niklaus- student
 - Sandi Thompson -Lancaster Chamber of Commerce
 - Ruth Mallinson-CTC
 - Megan Dancause -Postsecondary Education
 - Jim Beck-Industry
 - Katie Ferrier-Postsecondary Education
 - Elizabeth Thyrum-Parent/Mental Health Professional
 - Cathy Rychalsky -WIB
 - Laura Nalls-Postsecondary
 - Greg McGough-Parent
 - Cheryl Shaffer-Administrator
 - Jason Baker-Postsecondary/Psych
 - Maria Vita-Teacher
 - Dave Patterson-Community Member
 - Ryan Cobb-Youth Pastor
 - Melody Andrew-Ele/MS Parent
 - Nicole Julian-Ele/MS/HS Parent
 - Jenn Diaz-ES/MS/HS Parent
 - All Penn Manor K-12 school counselors
 - Nickole Nafziger – Penn Manor School Director

Explanation: The committee is required by the Department of Education as part of the Chapter 339 plan approved by the School Board in the fall.

- C. Tax Exoneration (as page 8)
- D. Change Order - Conestoga Elementary School (see pages 9-10)

Change Order 7 – Add \$40,766.39 Perrotto Builders Ltd.

#10	\$6,718.52	Remove asphalt under play area
#41	\$620.39	Media center roof parapet adjustments
#52	\$3,557.43	Storm water pipe replacement
#53	\$1,468.87	Remove above ceiling debris
#66	\$820.98	Infill art room door
#68	\$1,765.40	Laminate gyp on existing gym wall area
#69	\$784.34	Bulkhead in C corridor
#73	\$89.77	A123 accent wall paint
#74	\$988.53	Infill window at door A119B
#76	\$3,199.30	Added bearing at table/chair storage
#77	\$904.51	Glazed block infill at admin
#78	\$1,051.55	Bulkhead in corridor A116
#79	\$3,480.75	Window trim
#83	\$190.57	Tackstrip demo
#84	\$1,460.50	1 hour fire stencil
#88	\$2,586.47	Site railings change to galvanized
#89	\$1,811.38	Framing at door A124A
#92	\$6,167.00	Basketball pole repair
#52R	\$1,690.04	Door frame modifications at admin
#96	\$1,410.29	HVAC diffuser trim paint

Item 4. Consent Agenda for Personnel – The administrative staff is recommending approval of the following: (ROLL CALL)

A. Employment and Change in Status of the individuals listed per the effective date for the 2017-2018 school year (see pages 11-12)

B. Leave to the individuals according to the terms listed:

Professional Employees

- Employee G28*- Family Medical - December 18, 2017 – March 16, 2018
- Employee G29*- Family Medical - November 27, 2017 –February 28, 2018
- Employee G30*- Family Medical - May 8, 2018 – end of 2017-2018 school year
- Employee G31*- Family Medical - March 15, 2018 – May 11, 2018

Classified Employees

- Employee G32*- Family Medical - November 9, 2017 – January 9, 2018
- Employee G33*- Family Medical - November 17, 2017 – December 28, 2017
- Employee G34*- Family Medical - January 8, 2018 – May 8, 2018 [approximately]
- Employee G35*- Family Medical - November 29, 2017 – January 1, 2018
- Employee G36*- Family Medical - December 14, 2017 – January 7, 2018

- C. Resignation of the individuals listed per the effective date:
 Robert Dillow, Full Time Custodian, Hambright, effective 12/8/17
 Kathy Geiger, Full Time Custodian, Letort, effective 12/15/17
 Priscilla Hirko, Enrollment Related - Ready to Learn - Aide, Letort, effective 12/21/17
 Lorraine Kennedy, Academic Support Aide, Marticville MS, effective 12/29/17
 Andrea Zelinski, Enrollment Related Aide, Pequea, effective 1/1/18
 Jeannine Kreider, Nurse Substitute, effective 11/20/17
 Sophia J. Pearson, Teacher, Pequea, effective 12/17/2017
- D. Retirement of the individual listed per the effective date:
 Jeffrey Roth, Athletic Director, effective 7/30/2018
- E. Sabbatical Leaves for Restoration of Health (see enclosure)
- F. Mentors for the 2017-2018 School Year (see page 13)
- G. Act 86 – Locally Issued Day to Day Substitute Permits for the 2017-18 school year:
 Michelle Fuller Angela Neef
 Taylor Cole Luis Nieves-Figueroa
- H. Pennsylvania Constable to provide security for the school district during the 2017-2018 school year for athletic and co-curricular activities at the rate of \$33.20 per hour.
 Jeff Jackson
- I. Revised Job Description – Transportation Coordinator (see pages 14-16)
- J. Stipend - \$1,500 stipend for Michelle Henry to certify speech/language logs for medical access billing/reimbursement for 2017-18.
- K. Middle School Weight Room Coverage for the after school middle school weight room for the 2017-18 school year at the rate of \$25.26 per hour, 1 hour per day, 2 days per week
 Substitute - Danielle Rogers
- L. Middle School Tutor for the 2017-2018 school year at a rate of \$33.00 per hour.
 Jen Ennis
- M. Volunteer Listing for 2017-2018 (see enclosure)
- N. Transportation Coordinator - Jason McClune, effective 1/16/18, \$60,000 per year
- O. Tenure for the individual listed as they have completed the requirement of three years of satisfactory teaching performance within the school district.
 Lori A. Paules

ADJOURNMENT



PROPOSAL FOR PROFESSIONAL SERVICES

AGREEMENT

MADE AS OF THE 15TH DAY OF DECEMBER IN THE YEAR OF TWO THOUSAND AND SEVENTEEN

BETWEEN the Client:

PENN MANOR SCHOOL DISTRICT
P.O. BOX 1001
MILLERSVILLE, PENNSYLVANIA 17551

and the Consultant:

EHC ASSOCIATES, INC.
2502 HORSESHOE ROAD
LANCASTER, PENNSYLVANIA 17601

For the following PROJECT:

ASBESTOS-CONTAINING MATERIALS SURVEY
66 EAST COTTAGE AVENUE
MILLERSVILLE, PENNSYLVANIA

EHC Project No.: 008711-019

PROPOSAL OF PROFESSIONAL SERVICES

EHC Associates proposes to provide the following professional services in regard to an asbestos-containing materials survey at the buildings located at 66 East Cottage Avenue, Millersville, PA.

PROPOSED SERVICES

Asbestos-Containing Materials Survey:

An inspection of suspect asbestos-containing materials will be performed. The survey will be performed by an EPA AHERA accredited and Pennsylvania certified asbestos inspector.

- Bulk samples will be collected in accordance with EPA Protocol and will be analyzed to identify the presence or absence of asbestos.
- Samples will be analyzed using Polarized Light Microscopy (PLM) in accordance with EPA guidelines.
- Sampling locations will be recorded on survey logs and logged into EHC's database for compilation of the final report.

Report:

A survey report will be provided and will include a listing of materials assumed and sampled, quantity of materials, material locations, analysis results, inspector's certification and laboratory accreditation.

FEE FOR SERVICES

EHC Associates proposal to provide asbestos survey services for the estimated fee of: **Three Thousand, Three Hundred and Seventy-One Dollars (\$3,371.00)**

The following Exhibits are hereby made a part of this Contract:

- Exhibit 'A' - Supplemental Conditions
- Exhibit 'B' - Hourly Basis of Compensation
- Exhibit 'C' - Breakdown of Proposed Fee
- Exhibit 'D' - List of Suspect Materials

INSURANCE

Professional Liability	\$2,000,000	Worker's Compensation:
General Liability	\$2,000,000	-\$1,000,000 Ea. Accident
Automobile Liability	\$1,000,000	-\$1,000,000 Policy Limit
Pollution	\$2,000,000	-\$1,000,000 Ea. Employee
Excess Liability	\$3,000,000	
Umbrella Liability	\$1,000,000	

If additional insurance coverage is requested above and beyond the coverage and limits outlined herein, additional cost will be due to the Consultant.

CLIENT'S RESPONSIBILITIES

The Client shall provide unrestricted access for the Consultant to all areas of the building to be surveyed.

TIME FOR SERVICES

EHC Associates is committed to start work on the project upon acceptance of this Proposal and will complete services within ten (10) business days.

PROPRIETARY NOTICE

The information contained herein is the property of and is proprietary to EHC Associates and shall not be reproduced, disclosed, or used except for evaluation purposes, without the written consent of EHC Associates.

Respectfully submitted,

Barb King
V.P. of Operations

Accepted:

Penn Manor School District.

Date

008711-019

PENN MANOR SCHOOL DISTRICT - JANUARY 8, 2018
REAL ESTATE TAX EXONERATION
2017-18 REAL ESTATE TAX EXONERATION
2017-18 INTERIM REAL ESTATE TAX EXONERATION

<u>BILL NO.</u>	<u>OWNER NAME</u>	<u>TAX PARCEL</u>	<u>REASON</u>	<u>ASSESSMENT CHANGE</u>	<u>TAX DOLLARS LOST</u>
MANOR TOWNSHIP					
41017-4-7819	BRANDT JEFFREY R	4109034500000	Appeal Decision	\$ 36,600.00	\$ 1,028.06
41017-3-3288	HOWARD DONALD G & PAULA E	4100314600000	Catastrophic Loss	\$ 107,600.00	\$ 2,158.46
MARTIC TOWNSHIP					
43017-3-1899	STOLTZFUS DANIEL W JR & STEPHANIE S	4304438200000	Building Removed	\$ 26,300.00	\$ 527.58



Crabtree, Rohrbaugh & Associates

Architects
 401 East Winding Hill Road
 Mechanicsburg, Pennsylvania 17055
 phone: (717) 458-0272 - fax: (717) 458-0047

DEC 13 2017

RECEIVED

Contractor: Perrotto Builder's Ltd.
Address: 426 Warren Street
Address:

Project : Conestoga ES
Address: Additions and Renovations

City, State, ZIP: Reading, PA 19601

Change Order No: 7
Date: 12/11/2017

Architect's Project No: 2873

The contract is changed as follows:

Contract Type: General Construction
Contract Date: 6/21/2016

Add	\$40,766.39
Deduct	

ADD \$40,766.39 to the contract amount for the following:

CCPR #	DESCRIPTION	COST
CCPR #10	Remove asphalt under play area per RFI #18	\$6,718.52
CCPR #41	Media center roof parapet adjustments per ASI #16	\$620.39
CCPR #52	Storm water pipe replacement per RFI #104	\$3,557.43
CCPR #53	Remove above ceiling debris per ASI #27	\$1,468.67
CCPR #66	Infill art room door per RFI #130	\$820.98
CCPR #68	Laminate gyp on existing gym area wall per RFI #133	\$1,765.40
CCPR #69	Bulkhead in C corridor per RFI #135	\$784.34
CCPR #73	A123 accent wall paint	\$89.77
CCPR #74	Infill window at door A119B per RFI #102	\$988.53
CCPR #76	Added bearing at table/chair storage per RFI #142	\$3,199.30
CCPR #77	Glazed block infill at admin per RFI #143	\$904.51
CCPR #78	Bulkhead at corridor A116 per RFI #144	\$1,051.55
CCPR #79	Window trim per RFI #55	\$3,480.75
CCPR #83	Tackstrip demo per ASI #42	\$190.57
CCPR #84	1 hour fire wall stencil per Twp. Inspector	\$1,460.50
CCPR #88	Site railings change to galvanized	\$2,586.47
CCPR #89	Framing at door A124A	\$1,811.38
CCPR #92	Repair site basketball pole damaged by Owner's sub	\$6,167.00
CCPR #95R2	Door frame modifications at admin. entry door	\$1,690.04
CCPR #96	HVAC diffuser trim paint per ASI #38	\$1,410.29
	TOTAL	\$40,766.39

Additional Documentation Attached

This Change Order is not valid until signed by the Owner, Architect, and Contractor.

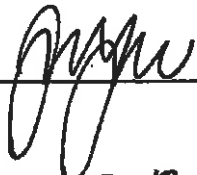
Original Contract Amount	\$	5,940,000.00
Net Change by previous Change Orders	\$	340,183.27
Contract Amount prior to this Change Order	\$	6,280,183.27
Net Change by this Change Order	\$	40,766.39
Contract Amount after this Change Order	\$	6,320,949.66

Contract Time adjustment as a result of this Change Order _____ Days
 Date of Substantial Completion as of this Change Order _____

Handwritten initials and signature: "hd" and "378"


Architect

Crabtree Rohrbaugh & Assoc.
401 East Winding Hill Road
Third Floor
Mechanicsburg, PA 17055

By: 
Date: 12-12-17

Contractor

Perrotto Builder's Ltd.
426 Warren Street
Reading, PA 19601

By: 
Date: 12/15/17
*SEE LETTER ATTACHED
DATED 12/13/17*

Owner

Penn Manor School District
2950 Charlestown Rd
Lancaster, PA 17603

By: _____
Date: _____

PENN MANOR SCHOOL DISTRICT

January 8, 2018 Board Agenda

New employees for the 2017-2018 school year:

Paquette, Jr., Edward D. – secondary professional employee, 195 day, full-time, permanent position, effective January 9, 2018, B.S. +24 Degree, [no experience], Step 1, \$49,605.00 + \$1,304.61 = \$50,909.61 [\$26,630.16 prorated 101 days plus 1 in-service day], pending receipt of required documents. Assignment: Alternative Education for Disruptive Youth Facilitator/Penn Manor High School

Mr. Paquette graduated from West Chester University with a BS in Kinesiology in May 2003 and his post baccalaureate certificate in Health and Physical Education in May 2010. He previously worked as a Health & Physical Education teacher at New Hope Academy in York. Ed and his wife, Heather, reside in Cornwall Township and have three children, Keygan 11, Bella 8, and Jaxton 6. Ed was born and raised in Massachusetts and is a huge New England sports fan. He enjoys traveling and spending time with family and friends.

Quinto, Casey – secondary professional employee, full-time, long-term substitute, second semester, B.A. Degree, [no experience], Step 1, \$46,585 [\$23,537.28 prorated 95 days plus 1 in-service day]. Assignment: English/Reading Teacher/Manor Middle School

Ms. Quinto graduated from Elizabethtown College in May 2017 with a BA in English secondary education. Previously, Casey was employed through STS and served as an extended day-to-day substitute in this position since early November. She will continue in this assignment for the remainder of the 2017-2018 school year as a district employee.

Thompson, Jeb S. – elementary professional employee, full-time, long-term substitute, second semester, B.S. +24 Degree, [no experience], Step 1, \$49,605 [\$25,716.38 prorated 95 days plus 3.5 in-service days]. Assignment: Grade 2 Teacher/Martic Elementary School

Mr. Thompson worked in this same position during Semester 1 and will continue his employment with the district through the remainder of the 2017-2018 school year.

Support Staff Personnel Action Items

Board Action	Last Name	First Name	Position	Building	Hours per		Days per		Rate	Status	Total Overall
					Day	AS NEEDED	Year	Daily Hours			
1/8/18	SHENIGO	TRIS	DENTAL HYGIENIST	DISTRICT	AS NEEDED	8	180	28.00	Permanent	AS NEEDED	Effective 12/27/17, 221 hours per year
1/8/18	SHELLEY	WILLIAM	MAINTENANCE MECHANIC	DISTRICT	8	260	19.11	Permanent	Permanent	8	Effective 12/29/17
1/8/18	EBY	JAIME	12 MONTH SECRETARY - PAYROLL	ADMIN	8	260	19.50	Permanent	Permanent	8	Effective 12/29/17
1/8/18	REYES	LINDA	PLAYGROUND AIDE	CENTRAL MANOR	1.5	180	9.58	Permanent	Permanent	5	Effective 12/4/17
1/8/18	REYES	LINDA	ENROLLMENT RELATED - ACADEMIC SUPPORT - AIDE	CENTRAL MANOR	3.5	180	9.58	2017-18 school year only	2017-18 school year only	5	Effective 12/4/17
1/8/18	RISSER	AMY	PLAYGROUND AIDE	CENTRAL MANOR	1.5	180	9.58	Permanent	Permanent	5	Effective 1/3/18
1/8/18	RISSER	AMY	ENROLLMENT RELATED - ACADEMIC SUPPORT - AIDE	CENTRAL MANOR	3.5	180	9.58	2017-18 school year only	2017-18 school year only	5	Effective 1/3/18
1/8/18	SWANK	JESSICA	PLAYGROUND AIDE	PEQUEA	1.5	180	9.70	Permanent	Permanent	4	Effective 12/4/17
1/8/18	SWANK	JESSICA	ENROLLMENT RELATED - READY TO LEARN - AIDE	PEQUEA	2.5	180	9.70	2017-18 school year only	2017-18 school year only	4	Effective 12/4/17

NOTE: All new hires must pass the pre-employment drug test. New Hires & Transfer must successfully complete a 60 working day probationary period.

* signifies a change in status

2017-2018 NEW EMPLOYEES WITH MENTORS

New Hires' Name	Building	Assignment	Status	Mentor's Name	Stipend
Casey Quinto	Manor Middle	English/Reading Grade 2	LTS/Semester 2	Angela C. Galgon	\$500.00
Jeb S. Thompson	Martic		LTS/Semester 2	Kerry L. Bushong	\$500.00

PENN MANOR SCHOOL DISTRICT

TITLE: Transportation Coordinator **DATE:** November 3, 2014

REPORTS TO: Assistant Business Manager **APPROVED BY:**

JOB SUMMARY: The Transportation Coordinator is responsible for managing and overseeing the overall operation of the transportation department; ensuring that all District-owned vehicles/vans are maintained and in proper working order. Additionally, the Transportation Coordinator will be responsible for making recommendations for bus routes, dispatching and scheduling busses and District vehicles as required.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Develop and administer the transportation program to meet all requirements of Federal, state and local regulations, instructional programs, and extra-curricular activities, in accordance with district policy that govern school bus drivers and student transportation.
2. Develops and recommends policies, procedures and/or actions related to District transportation services for purpose of providing direction for meeting the District's goals and objectives.
3. Develops timely and efficient bus schedules and routes throughout the District, using established district computerized routing software, which allows students to be transported to and from school in a manner that supports the District's mission, to ensure maximum safety. This includes special needs students, non-public and CTC students.
4. In conjunction with the bus companies, develops training materials and professional development of all drivers on a quarterly and annual basis.
5. Maintains training records, routine recordkeeping and prepares PDE and mileage reports on a monthly and annual basis and submits to state and local agencies as required.
6. Recommends procurement of materials, software, supplies and equipment for the Transportation Department. Develops and monitors budget allocation, expenditures, and related financial activities, ensuring that expenses are within the budget limits and/or fiscal practices are followed.
7. Develops, administers and maintains an aggressive safety program. Assists with conducting safety drills, determining and providing appropriate in-service training for contractors/drivers.
8. Professionally represents the school and District in interactions with parents, students and community at large. Oversee problems and makes recommendations regarding situations occurring on school buses and works effectively and communicates with parents, community and/or administrators pertaining to complaints and/or special requests to resolve transportation issues.
9. Assists and provides guidance regarding student behavior management and consults with administration to resolve issues, as needed.
10. Coordinate, with the Director of Student Support Services, transportation for special needs students.

11. Investigate and report all accidents, using uniform accident reporting criteria, and communicate this information to appropriate district administrators.
12. Responds to emergency situations during and after standard hours for the purpose of resolving immediate safety concerns.
13. Coordinates the rental of buses and other vehicles used in field trips for District groups.
14. Oversee dispatching of personnel and vehicles in response to telephone or radio reports of emergencies.
15. Develop and distribute pupil safety education programs and materials.
16. Acts as liaison between contractors and administrators for issues and/or complaints regarding school bus operations or drivers.
17. Assign use of district-owned vans and maintain records.
18. Attend meetings, workshops, and conferences and disseminate relevant information to appropriate staff.
19. Maintain routing software on a current and real time basis; train other district personnel, as needed, with routing software.
20. Develop loading and unloading areas at district schools.
21. Communicate relevant information to parents, students, bus contractors and drivers, district administration and building secretaries.
22. Order, monitor and maintain record of fuel deliveries and driver mileage reports.
23. Review, code and approve fuel and contractor invoices for payment.
24. Perform other duties as assigned by the Assistant Business Manager.

QUALIFICATIONS:

Experience in training and management and at least three (3) years' experience in transportation necessary. Thorough working knowledge of transportation related issues
 High School diploma or equivalent required, Bachelor's Degree preferred
 Must possess comprehensive knowledge of pupil transportation
 Must possess certification as school bus driver trainer and be current with required training and reporting
 Experience in field or fleet management
 Technology proficient, extensive knowledge of routing software
 Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
 Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
 Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
 Submission of Federal Criminal History Record in accordance with Act 114 of 2006
 Such alternatives to the above qualifications as the Board may find appropriate and acceptable

PHYSICAL DEMANDS: Ability to reach above and below the waist
Ability to use fingers to pick, feel and grasp objects
Some bending and twisting of the body
Ability to lift and/or carry supplies weighing 50 lbs. or more
Ability to stoop, climb, crouch and kneel
Ability to mostly sit with some walking, standing or moving throughout the district

SENSORY ABILITIES: Visual acuity
Auditory acuity

WORK ENVIRONMENT: Subject to inside and outside environmental conditions
Must be able to work in extreme cold and extreme heat

TEMPERAMENT: Must be able to work in an environment with frequent interruptions
Able to receive oral communication and convey details or important instructions to other workers accurately, loudly, or quickly

COGNITIVE ABILITY: Ability to communicate effectively
Ability to organize tasks
Ability to handle multiple tasks
Ability to exercise good judgment

SPECIFIC SKILLS: Must possess leadership skills
Must possess supervisory skills
(Approximate employees - 75-80 indirectly)
Must possess basic computer skills

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

Revd. 12/4/17