## SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS EXECUTIVE SUMMARY

SUBJECT: Approve combining the Equipment Operator (pay range 18) job description and

the Traffic Engineering Technician (pay range 18) job description into the Road

Technician (pay range 18) job description (Staff Recommends Approval).

**REQUESTED ACTION:** Staff Recommends Approval

**Meeting Type:** Regular Meeting **DATE OF MEETING:** 3/9/2021

**CONTRACT:**  $\boxtimes$  N/A Vendor/Entity:

Effective Date 03/09/2021 Termination Date: N/A

Managing Division / Dept: **Employee Services** 

**BUDGET IMPACT:** None

**FUNDING SOURCE:** General Fund

Type: N/A EXPENDITURE ACCOUNT: 001-200-562-1200

## **HISTORY/FACTS/ISSUES:**

There are currently three (3) vacant Equipment Operator positions. These positions were posted three (3) times since January 2, 2021, and we have not received any viable applicants. Due to the current market, these positions have been difficult to fill. The Department Head and Employee Services reviewed the position's job description to determine if revisions to the job description are needed.

Based on this review, it is recommended that the Equipment Operator (pay range 18) job description and the Traffic Engineering Technician (pay range 18) job description be combined. These positions are in the same pay range and have similar minimum qualifications and essential functions.

Combining these two (2) positions changes the job title and general description and reflects a revision to the Essential Job Functions section to more closely reflect this position's functions. Additionally, the experience required was revised from one (1) year of experience in Public Works to one (1) year of experience performing manual labor associated with roadway maintenance, construction activities, or traffic signs, traffic signals, pavement marking, or pavement repair.

This does not change the approved number of positions.

Prepared by: Kitty L. Fields Grammarly Check