

Public Works Committee
9:00 a.m., Monday, May 7, 2018

The regular meeting of the Public Works Department was held at 9:00 a.m., Monday, May 7 2018 in the City Hall Conference Room, 11207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmember Buckhannon and Kinghorn, Chair Rice, Administrator Tucker, Public Works Director Pitts, Assistant Administrator Fragoso and City Clerk Copeland; a quorum was present to conduct business.

1. Chair Rice called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

2. **Approval of Previous Meeting's Minutes**

MOTION: Councilmember Kinghorn moved to approve the minutes of the regular meeting of April 4, 2018 as submitted; Chair Rice seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments – None**

4. **Departmental Report – Director Pitts**

Vehicle Maintenance and Trash Collection Tracking Reports

Director Pitts reported that garbage was relatively flat against the same period last year and yard debris was up from last year. The primary action item for April was the installation of a valve on 19th Avenue. Personnel continue to clean the pad under the compactor when it is off island. The highlight for the month was the Hazardous Materials Collection and Shred Day despite the fact that the shredder went down at 10:30 or 11:00 a.m.; the company has offered to reschedule a Shred Day at no charge to the City since they were unable to fulfill their obligation. The most expensive item in vehicle maintenance was the replacement of six (6) tires for three thousand dollars (\$3,000).

Chair Rice asked if the white fencing adjacent to Oceanside Condominiums had been removed, and the Director replied that it had been removed and temporarily replaced with orange safety fencing.

5. **Old Business**

A. **Update on drainage issues at 32 Thirty-second Avenue**

After a location mix-up for a meeting on April 23rd, representatives from Charleston County met with Mr. Burke and his neighbor, but no City staff members were present.

According to Administrator Tucker, this problem has now come full circle. She stated that the problem has been identified as has the solution, but the County will not commit the funds of one hundred fifty to two hundred thousand dollars (\$150,000 – \$200,000) to resolve the problem. The question of who owns the easement has been answered, and it is Charleston County, and the problem still exists.

In addition, Mayor Carroll and Administrator Tucker met with Dickie Schweers, the City's representative on County Council, who agreed to look into it.

If the easement is confirmed to belong to Charleston County, Councilmember Kinghorn supported the City sending an official letter on behalf of Mr. Burke and Mr. Opoulos asking them "to do everything they can to expeditiously work with the citizens to resolve the problem."

B. Status of Phase II Drainage Project and consideration of a change order in the amount of \$9,073.98 for the relocation of junction box to avoid conflict with SCE&G power line

Included in the meeting packet was a letter and a drawing of the affected area; David Stevens of Civil Site Environmental stated that the junction box was not located initially, but personnel found the cable as they were digging. The piling goes to the guard house, and, to tie the existing line into the new line, a junction box must be added.

Councilmember Kinghorn asked if a light was needed at that location; he stated that he was bothered that SCE&G has seventy-five thousand dollars (\$75,000) annually in its non-standard service clause with the City that goes un-used. He said that he would like to see the City include a lighting project totaling seventy-five thousand dollars (\$75,000) in the budget every year or a more significant project every five (5) years.

Administrator Tucker reminded Councilmember Kinghorn that the non-standard service clause funds had to be spent on decorative lighting.

MOTION: Councilmember Kinghorn moved to approve the change order for \$9,073.98; Councilmember Buckhannon seconded and the motion PASSED UNANIMOUSLY.

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Since the amount of the change order was below the ten thousand dollar (\$10,000) toggle in the Procurement Code, the change order would be reported on at the Council meeting.

C. Review of FY19 Public Works Budget

Chair Rice reviewed the changes made to the Public Works budgets at the budget meeting as listed below:

- ½ the professional fees for the study for island-wide sewer \$ 50,000
- Drainage outfall improvements 400,000
- Assistant Public Works Director for Maintenance and Drainage 158,779

Chair Rice noted that seventy-five thousand dollars (\$75,000) had been left in the FY19 budget for drainage contingency, and she asked what could realistically be done for that amount of money.

Mr. Stevens explained that valves could be replaced for that sum since little or no professional fees would be involved.

The Chair then asked Mr. Stevens which outfall was in the worst condition based on his experience and knowledge of the island's drainage issues

Mr. Stevens responded that his plan was to start with the 41st Avenue outfall, down to the outfall at 31st and the next one (1) up for surveying, to figure out what could be done and to go upstream a little bit and identify what should be done to set the outfalls up, then engineering, permitting and surveying.

On the subject of the completion of the Phase II Drainage Project, Assistant Fragoso said that the completion would be delayed a bit more than expected since the contractor has been asked not to work on the weekends through the summer; he has also been asked to staff-up when the project reaches Palm Boulevard, which might speed up the work.

Director Pitts commented that both the flatbed Mack and the Mack garbage packer will not be delivered until FY19; therefore, they have been rebudgeted.

6. New Business

A. Consideration of FY19 CTC requests

Assistant Fragoso said that the Public Safety Committee was also asked to give an opinion on what projects the City should submit for consideration, and they supported re-submitting the projects requested for FY18, i.e. reconfiguration of the intersection of 14th Avenue and Palm Boulevard and regulation bike paths on both sides of Palm from 21st Avenue to 57th Avenue.

MOTION: Councilmember Buckhannon moved to submit the same projects in the same order that were requested in FY18; Councilmember Kinghorn seconded and the motion PASSED UNANIMOUSLY.

B. Consideration of job description for Assistant Public Works Director for Maintenance and Facilities

Director Pitts indicated that he was pleased with the job description included in the meeting packet.

Chair Rice voiced concern over one (1) of the Physical Requirements that stated:

“Exposure to various industrial hazards may include but not limited to: chemical hazard and electrical hazard.”

Councilmember Buckhannon stated that a chemical exposure could be use or contact with bleach and an electrical hazard could be as simple as plugging in an electrical tool.

Based on discussions at the Personnel Committee, the Administrator commented that, if a search firm was hired to assist in filling this position, they would want input from the Committee on what qualities the Committee would be looking for in the ideal candidate.

Assistant Fragoso asked that the Committee members mull over this issue to be able to discuss it at the June meeting.

Councilmember Kinghorn suggested that Director Pitts develop a list for the Committee’s review.

7. Miscellaneous Business

Director Pitts announced that weekly recycling will return to the island the week following the week of Memorial Day, Wednesday, June 13th, and twice a week garbage collections will begin the week of Monday, June 4th.

Next Meeting Date: 9:00 a.m., Thursday, June 7th in the Conference Room.

The Committee agreed to meet on the first Thursday of the month at 9:00 a.m. for the balance of the year.

8. **Executive Session** – not needed

9. **Adjournment**

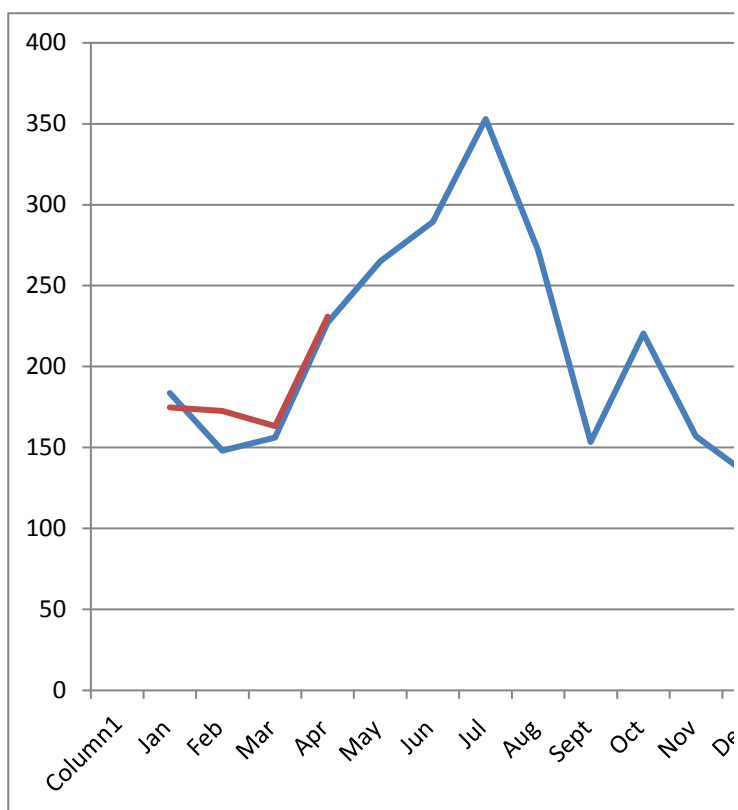
MOTION: Councilmember Buckhannon moved to adjourn the meeting at 9:47 a.m.; Councilmember Kinghorn seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk

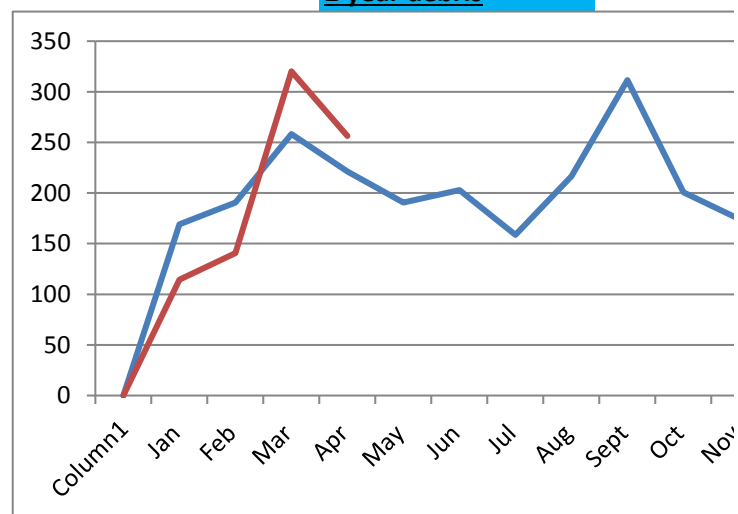
	<u>CY 2017</u>	<u>CY 2018</u>
Column1		
Jan	183.6	174.69
Feb	148.01	172.71
Mar	156.22	163.25
Apr	227.23	230.87
May	265.04	
Jun	289.5	
Jul	352.94	
Aug	271.61	
Sept	153.44	
Oct	220.48	
Nov	157.03	
Dec	132.96	

2 year Garbage



	<u>CY 2017</u>	<u>CY 2018</u>
Column1	Column7	Columne8
Jan	169.15	114.3
Feb	190.72	140.72
Mar	258.13	320.2
Apr	221.28	256.24
May	190.56	
Jun	203.06	
Jul	158.62	
Aug	216.39	
Sept	311.54	
Oct	200.82	
Nov	174.33	
Dec	131.17	

2 year debris



Action Items

1. Storm water

Assisted Eadies Drain and Vac with the installation of the valve on 19th Ave.

2. Continuity

Met with Human Resources continuing the future organization and changes within the department

General duties

Sanitation:

34.78 tons of C&D were transported to 1

Landscaping/Road Maintenance:

Serviced the pooper scoopers 4 times in

Cleaned the sidewalk from 10th Avenue

Mowed the Right of Way from 21st – 41

Removed the white fencing on Ocean B

Mowed the 41st Ave. ditch.

Picked up loose trash during weekdays :

Beach sweeps for April were April 4th ,

Stormwater:

Eadies Drain and Vac. Cleaned the sche

Eadies Drain and Vac installed the in lin

Special Project:

Hazardous waste/shred day was 4/28/20

VEHICLE M

Isle Of Palms FROM
TRANSACTIONS FRI

04/01/2018 10-4620.5C

04/06/2018 AP INV FILTERS FOR PM ON LOADMASTER PV

04/06/2018 AP INV BRASS PLUGS FOR HYDRAULIC LINES.

04/13/2018 AP INV DUMP HYDRAULIC CYLINDERS REBUI

04/13/2018 AP INV FILTERS PW24 93451832

04/19/2018 AP INV FILTER RETURNS 93579679

04/19/2018 AP INV HEX HEAD HYDRAULIC CAPS PW14 32

04/19/2018 AP INV BOLTS FOR PW14 HOPPER A127978

04/20/2018 AP INV PWD UNIT #'S 2 & 16 - (5) TIRES REPL

04/25/2018 AP INV BRAKE HOSE AND ASSBLY 479723

04/25/2018 AP INV REPAIR TIPPER BARS AND FABRICATE

04/25/2018 CR RCPT MISCELLANEOUS 3657

artment.

04/27/2018 AP INV HYDRAULIC HOSE PW 16 479793

04/27/2018 AP INV ALTERNATOR PW22 93854545

04/30/2018 :

the Bees Ferry landfill in April.

April.

to 12th Avenue.

st
.

lvd at 14th Ave.

at Municipal lots.

12th and April 24th.

duled ditches/drop inlets as part of the scheduled maintenance plan
ie stormwater valve on 19th Ave.

18. 2 employees 5 hours each of overtime to assist residents

MAINTENANCE

Beginning Budget \$85,000.00

Balance 4/1/2018 18,754.03

10-4620.5017 TO 10-4620.5017

OM 04/01/2018 TO 04/30/2018

017 VEHICLE MAINTENANCE BEG. BALANCE 66,245.97

N24 9335215 168.64 66,414.61

PW22 126488 15.44 66,430.05

.T 17068 467.08 66,897.13

65.79 66,962.92

38.10 66,924.82

062011 11.34 66,936.16

29.30 66,965.46

ACED 6832840 2,929.63 69,895.09

180.34 70,075.43

PINS PW 115228 576.74 70,652.17

278.00 70,374.17

91.84	70,466.01
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328.23	70,794.24
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10-4620.5017	END BALANCE	4,864.37	316.10	70,794.24
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Balance 5/1/2018	14,205.76
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668 Marina Drive, Suite B-1
Charleston, SC 29492
PH: (843) 849-8945 ♦ Fax: (843) 849-8974
cse@civilsiteenv.com

May 3, 2018

Ms. Desiree Fragoso
City of Isle of Palms
1207 Palm Blvd
Isle of Palms, SC 29451

Re: 45th to 52nd Avenue Drainage Improvements
Engineer Recommendation - CO#3

Desiree-

Please accept this letter as our assessment of the resolution of a conflict between the a drainage line being installed as part of the 45th to 52nd Avenue Drainage improvements and a previously unidentified existing electrical line. The drainage line in question is being installed from the pond next to Sundial Circle out to Palm Blvd. The conflict with the electrical line is located where the drainage line runs through the green space adjacent to the Wild Dunes main gate.

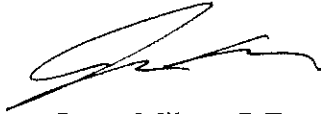
As per the requirements for the project, the contractor called for underground utility locates along the route of the drainage line to identify all utilities along the project route. These locates were done and all marked utilities were checked for vertical locations. As the contractor proceeded with the work, they discovered an electrical box on the edge of the green space near the work area and asked for the locators to come back out to attempt to identify what was connected to the box. At that time the utility locators identified an electrical line running through the green space parallel to the existing drainage line being replaced as part of the project. The electrical line serves the Wild Dunes main gate. This electrical line was not identified on surveys done for the design and not marked when the contractor called in the locates that identified the other utilities along this route.

To resolve the conflict we had the contractor shift the location of the new drainage line over and away from the electrical line so as to avoid the electrical line while continuing to run parallel to it. In making this shift, the connection of an existing drainage line collecting stormwater from the Wild Dunes main entrance does not line up squarely on the new box (JB6 on the plans) being set in the greenspace. To reestablish this existing connection an additional junction box needed to be placed on the existing drainage line to connect it to the new system. Our feeling is that this was the most straightforward

solution. By adding the junction box the electrical line is avoided and there are no significant delays to the project or any disruption to the Wild Dunes main gate operations which would necessary if the electrical line were relocated.

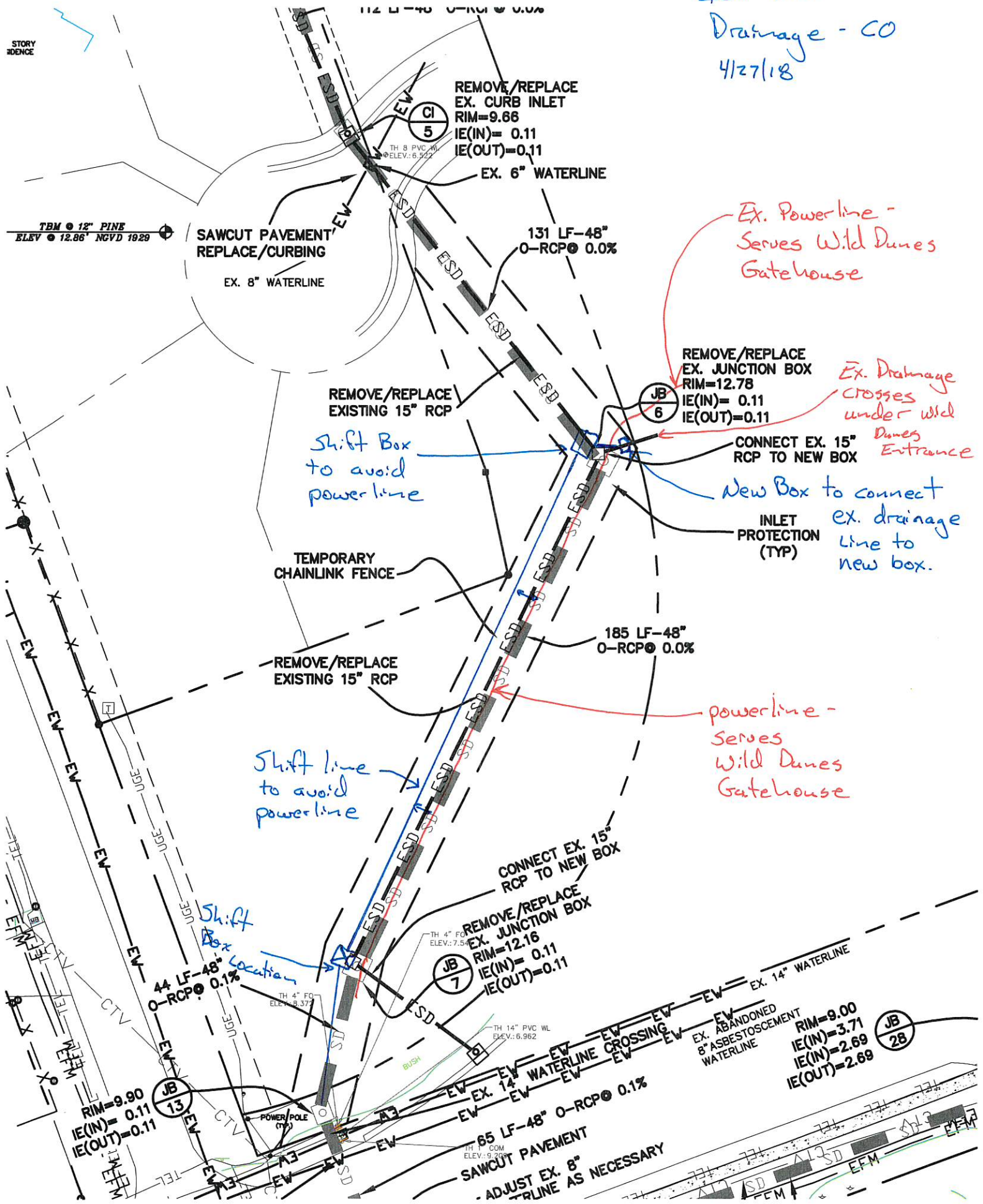
If you have any questions please feel free to contact myself or David Stevens.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jason Milner', with a stylized flourish at the end.

Jason Milner, P.E.
Project Engineer

4/27/18



ITEMS OF WORK FOR
Prime contractor

MATERIALS		
TOTAL COST		

R	EQUIPMENT	
O	Days	Rate

[illegible]

ITEMS OF WORK FOR Sub- contractor	Qty	UNITS	MATERIALS		LABOR		R O	EQUIPMENT		
			UNIT COST	TOTAL COST	UNIT COST	TOTAL COST		Days	Rate	Total
Box and pipe near JB6	1	ea	\$ 2,316.03	\$ 2,316.03	\$ 4,920.00	\$ 4,920.00				
				\$ -		\$ -				
				\$ -		\$ -				
				\$ -		\$ -				
				\$ -		\$ -				
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				\$ -		\$ -				
DIRECT Sub-contractor's TOTALS				\$2,316.03		\$4,920.00	R O	Total (rental)		\$0.00
navfac 4330/43 (back)							O	Total (owned)		

navfac 4330/43 (back)

Description of Work To Be Performed:

CONTRACT TITLE **IOP Drainage Phase II**

CONTRACT NO:

OWNER: **Isle of Palms**DESCRIPTION: **COR #3 Added junction box and pipe for realignment near JB6**

PRIME CONTRACTOR'S WORK				REVISIONS/ COMMENTS
1 Direct Materials		\$0.00		
2 Sales Tax on Material	8.00% of line 1	8.00%	\$0.00	
3 Direct Labor		\$0.00		
4 Insurance, Taxes, and Fringe Benefits	42.00% of line 3	42.00%	\$0.00	
5 Rental Equipment		\$0.00		
6 Sales Tax on rental Equipment	8.00% line 5	8.00%	\$0.00	
7 Equipment Ownership and Operating Expenses		\$0.00		
8 SUBTOTAL (add lines 1-7)			\$0.00	
9 Field Supervision	0.00%		\$0.00	
10 SUBTOTAL (Add Lines 8 & 9)			\$ -	

Prime Remarks:

SUB-CONTRACTOR'S WORK				REVISIONS/ COMMENTS
11 Direct Materials		\$2,316.03		
12 Sales Tax on Material	0.00% of line 11	0.00%	\$0.00	
13 Direct Labor		\$4,920.00		
14 Insurance, Taxes, and Fringe Benefits	42.00% of line 13	42.00%	\$0.00	
15 Rental Equipment		\$0.00		
16 Sales Tax on rental Equipment	8.00% line 15	8.00%	\$0.00	
17 Equipment Ownership and Operating Expenses		\$0.00		
18 SUBTOTAL (add lines 1-7)			\$7,236.03	
19 Field Overhead	0.00% of line 18	0.00%	\$0.00	
20 SUBTOTAL (Add Lines 8 & 9)			\$7,236.03	
21 Home Office Overhead	10.00% of line 20	10.00%	\$0.00	
22 Profit	10.00% of line 20	10.00%	\$723.60	
23 SUBTOTAL (ADD LINES 20-22)			\$7,959.63	

Subcontractor Remarks:

SUMMARY				REVISIONS/ COMMENTS
24 Prime Contractor's Work (from line 10)		\$0.00		
25 Sub- Contractor's Work (from line 23)		\$7,959.63		
26 SUBTOTAL (add lines 24 & 25)		\$7,959.63	\$7,959.63	
27 Prime Overhead on sub-contractor	7.00% of line 20	7.00%	\$557.17	\$8,516.81
28 Prime's home Office Overhead	8.00% of line 24	8.00%	\$0.00	
29 PRIME PROFIT	7.00% of line 26	7.00%	\$557.17	
30 SUBTOTAL (add lines 26-29)			\$9,073.98	
31 PRIME CONTRACTOR Bond	0.00% of line 30	0.00%	\$0.00	
32 TOTAL COST (Add Line 30 & 31)			\$9,073.98	

Estimated time extension and justification

Request time extension as follows:

Process change order	0 days
Complete Work in field	4 days
Total time extension	4 days

Prime Contractor name: **IPW Construction Group, LLC**

Subcontractor name:

signature & title of preparer



Date

04/27/18

Bryan H. Rembert, P.E. - Director of Operations

IOP Additional JB and 15" pipe for realignment near JB6 Change Order #3

Eadie's Construction Co. Inc.

Storm drain

4/27/2018

Item	QTY	Unit	Nomenclature	Total Unit	Total L&M
1	1	ea	3x3x4 knockout box	\$1,329.80	\$ 1,329.80
2	16	lf	15" RCP	\$262.47	\$ 262.47
3	1	cy	sand	\$76.30	\$ 76.30
4	1	pal	8x16x4 solid cap block	\$647.46	\$ 647.46
5	1	job	mason labor	\$825.00	\$ 825.00
6	1	Day	Eadies labor	\$3,600.00	\$ 3,600.00
7	1	ls	Sawcut extg box	\$495.00	\$ 495.00
8				\$0.00	\$ -
					\$ 7,236.03
				10%markup	\$ 723.60
				CO#3 Due	\$ 7,959.64

Vice Chairperson

Bill Hanahan

Members at Large

Howard R. Chapman, P.E.

Larry Shirley

Paul Gawrych



Chairperson

Wilbert O'Brien Limehouse

Technical Members

James D. Armstrong

James R. Neal, P.E.

Laura S. Cabiness, P.E.

Michael Dalrymple, P.E.

Paul Lykins

April 2, 2018

The Honorable Jimmy Carroll
Mayor City of Isle of Palms
P.O. Box 508
Isle of Palms, SC 29451

Subject: Project Requests - FY 2019 Charleston County Transportation Committee (CTC)
"C" Fund Projects

Dear Mayor Carroll,

The Transportation Development staff once again will be preparing lists of resurfacing and new construction projects to be funded under the FY 2019 CTC road improvement program. Prioritizing the resurfacing of existing paved roads will be done utilizing our computerized Pavement Management System, which is based on the technical evaluation of the overall condition of each road. This eliminates the need for requests for resurfacing of specific roads. If you have questions regarding the County resurfacing program or the Pavement Management System, you may contact County staff at 202-6140.

Historically, the annual CTC allocation for new construction projects (e.g., rocking, paving, or improving earth roads; road drainage; road signage; traffic calming measures; striping; improvements to intersections; sidewalks and bike paths) has been approximately \$1 million in "C" Funds. The CTC has adopted a policy that allows its funds to be spent only on public right-of-way. If new or additional right-of-way is involved for construction, the requesting entity will be required to obtain the needed right-of-way (this policy does not apply to the TST Annual Allocation Program).

Please prioritize New Construction project requests and include a detailed description of the project scope, location, and estimated cost (when possible). Requests will be evaluated based on individual merit. Each request must meet certain criteria, such as acceptance by a government agency for perpetual maintenance, existing right-of-way, etc. For traffic calming requests, please provide documentation that the project meets all applicable guidelines and has been formally approved by the local government agency. Project requests may compete against each other, but will be considered and evaluated separately on individual merit by CTC members and budgeted accordingly.



Please forward your request(s) for proposed new construction projects **on or before June 8, 2018**. We ask that you submit a statement from the jurisdictional government entity that will be accepting perpetual maintenance responsibilities for the project, if selected. Please keep our funding limits in mind as you prepare your list of requested projects.

County staff members may contact you for additional information as they complete the processing of the requested projects.

If you have any questions regarding details of the program or if any questions arise in the development of your project requests, please contact me at (843) 202-6149.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Adams".

Eric Adams, P.E.

Charleston CTC Program Coordinator

cc: W. O'Brien Limehouse, Charleston CTC Chairman



Isle of Palms Position Description

Position Title: **Public Works Assistant Director of Maintenance & Facilities**
Department: Public Works
Reports To: Public Works Director
Employment Status: Full -Time / Exempt
Date: July 2018

General Summary:

The Assistant Director of Maintenance and Facilities is a supervisory position assisting the Public Works Director with Public Works Administration, Engineering, Drainage, Stormwater, Underground Infrastructure and facilities maintenance. Supervisor has the responsibility for effective utilization of staff, temporary labor and contractors. The Supervisor performs technical and administrative duties and assists the Public Works Director with all aspects and duties related to the implementation and management of the City's *Stormwater Management, and National Pollutant Discharge Elimination System (NPDES) and the South Carolina Department of Health and Environmental Control (SCDHEC)*. Performs inspection services and assists on a wide range of City projects and contracts such as landscaping, drainage, storm water, buildings and other improvements. Assists with creating, coordinating and presenting educational materials and programs to citizens and City employees.

Essential Job Functions: *

- Responsible for performing technical and administrative duties in support of the City's Code, policies and procedures
- Performs general civil engineering work for projects
- Provides complex technical, administrative and other support to the Public Works Director as needed
- Employee must possess comprehensive knowledge of principles, practices and techniques of public works maintenance and construction. Must be well versed in the materials, supplies, tools and equipment used in the public works maintenance and repairs
- Reinforces OSHA regulation and safety initiatives. Conducts on-site investigations pertaining to accidents, injury, liability, or incidents
- Oversees, coordinates and performs maintenance, renovations, repairs and projects of City facilities including the scheduling of outside contractors to fix problems or emergencies as needed
- Conducts inspections of work-in-progress and ensures projects are completed in compliance with applicable codes, regulations and standards
- Assists in developing, presenting and administering operating budgets

- Maintains a current working knowledge of regulatory requirements related to Stormwater on National, Regional, State and City levels
- Receives information from City staff regarding operations and assists in managing and prioritizing needs
- Interacts and communicates effectively with the City Administrator, City Council members, Mayor, departmental supervisors and employees, co-workers, contractors, other government agencies, external organizations and the public
- Assists the Public Works Director in developing legal documents, ordinances, programs and department policies in conjunction with the proper legal consultation
- Represents the Department and Director during meetings and conferences
- Performs other duties as required and assigned

Knowledge, Skills and Abilities:

Knowledge of applicable federal, state and local rules and regulations;

Work requires the exercise of considerable judgment and initiative;

Knowledge of street drainage construction, repair and maintenance methods;

Knowledge of DHEC regulations regarding solid wastes, OSHA regulations, and their implementation;

Ability to plan, organize and supervise the activities of others;

Knowledge of city procurement procedures and practices;

Knowledge of applicable occupational hazards and safety procedures;

Skills in operating computers and office software;

Ability to manage multiple tasks in a detailed and accurate manner;

Knowledge of Engineering practices, principles, terminology and methods;

Ability to discern when information should be conveyed or retained;

Filing and organizational skills are of paramount importance;

Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex engineering reports; review and check engineering designs; plans and studies;

Assists in developing programs, goals, budgets, training courses, and safety programs;

Must stay well-informed of current developments in the field by attending related classes, meetings and conferences;

Working knowledge of applicable OSHA, EPA, and DOT safety regulations;

Educational and Experience Qualifications:

Bachelor's degree in Civil Engineering or a closely related field and 5 years of experience in general municipal engineering, including 2 years of supervisory experience; or, an equivalent combination of education, training and experience.

Possession of a valid driver's license and the ability to obtain a Class B driver's license.

Possession or the ability to become a Class AB Underground Storage Tank (UST) Operator within 6 months.

This position must have the license and the ability to operate construction equipment and vehicles.

The job is considered Essential Personnel and will be required to work during and following natural disasters and emergency situations.

Physical Requirements:

Must have proficiency and be physically able to operate various types of machinery as related to the operation of public works construction and maintenance equipment.

Must have manual dexterity, full range of motion and the ability to perform vigorous physical activity including climbing, crawling, sitting, kneeling, standing, reaching, twisting, and bending.

Ability to lift fifty (50) pounds continuously in varying weather conditions.

Environmental exposures include daily exposure to extreme temperature, wetness and/or humidity.

Exposure to various industrial hazards may include but not limited to: chemical hazard and electrical hazards.

Skilled in written and oral communication.

***Disclaimer:** The above information has been designed to represent the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive description of all duties, responsibilities and qualifications requires of employee assigned to this position.

I have read and accept the responsibilities outlined above.

Signature

Date

Printed name