

<b>Dept.</b>	Administrative Services
<b>Division</b>	6300000000-Facilities Services
<b>Title</b>	HVAC Specialist
<b>Grade(s)</b>	13
<b>Type</b>	Full-Time
<b>Position #</b>	#00006306, & #00003600
<b>Vacancy</b>	12/13/2016
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b>  Performs technical and general maintenance, service, troubleshooting, repair, and installation on HVAC equipment.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b>  <b><u>Grade 13</u></b>  Five (5) years of experience with HVAC or a similar maintenance, of which four (4) years must have been in service and repair.</p> <p>Graduation from a recognized HVAC training program is preferred.</p> <p>Must possess Universal EPA refrigerant certification.</p> <p>Must possess a Rocky Mountain Gas Association (RMGA) certification within three (3) months of hire.</p> <p>A valid driver's license to operate a vehicle is required at time of hire.</p> <p>Must be able to pass a background check and obtain Jail Security clearance.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b>  Troubleshoots, diagnoses, repairs, and performs preventative maintenance on commercial air conditioning and multi-zoned heating and cooling systems that incorporate pneumatic, digital, and central energy management system controls.</p> <p>Develops heating, ventilating, and air conditioning (HVAC) system modification plans.</p> <p>Researches and selects materials for HVAC systems installation, repair, and maintenance.</p> <p>Monitors and inspects HVAC systems and components.</p> <p>Installs heating and air conditioning equipment and systems.</p> <p>Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.</p> <p>Maintains an adequate inventory of supplies, materials, tools, and equipment to accomplish work assignments.</p> <p>Responds to emergency situations during non-regular work hours.</p>
<b>Start</b>	3/15/2017
<b>End</b>	3/25/2017
<b>Manager</b>	Cole, Bill

<b>Dept.</b>	Human Services
<b>Division</b>	2100000000-Youth Services Division-
<b>Title</b>	Youth Worker
<b>Grade(s)</b>	12
<b>Type</b>	Full-Time
<b>Position #</b>	#00009155
<b>Vacancy</b>	3/21/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b></p> <p>Performs shelter EFC and crisis intakes. Orients youth to agency policies, programs, and expectations. Provides supervision to youth; participates with youth in recreational and educational activities and provides general information as necessary. Monitors youth; supervises daily chores and meal preparation; and provides crisis intervention to youth.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b></p> <p>Associate's degree in Social Work, Psychology, Sociology, Marriage and Family Therapy, or other closely related field; OR an equivalent combination of related education and experience working with youth in a counseling and /or group home setting that is equivalent to two (2) years of full-time experience.</p> <p>Must receive a verified negative test result on a mandatory drug test before starting in this position.</p> <p>Will be subject to random alcohol and drug testing.</p> <p>May be subject to post accident and reasonable suspicion alcohol and drug testing.</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p>Must successfully pass a yearly criminal background screening by the Bureau of Criminal Investigations.</p> <p>Must possess a valid Utah driver's license in order to transport children using County vehicles.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b></p> <ul style="list-style-type: none"> <li>· Provides ongoing structured, stable, and interactive environment for children.</li> <li>· Assists with daily living and hygiene needs.</li> <li>· Addresses children's daily physical and emotional needs.</li> <li>· Provides appropriate supervision based on child's safety needs.</li> <li>· Completes case recording documentation and all pertinent information in individual client's records as per agency policy. Generates, reviews, and maintains Medical Administration Record documentation of client medications.</li> <li>· Coordinates with agency staff, case workers, and physicians to meet clients' clinical and medical needs.</li> <li>· Maintains professional demeanor, complies with agency policies and procedures, maintains Pledge of Confidentiality, and adheres to Providers Code of Conduct.</li> <li>· Checks youth belongings for weapons or contraband and confiscates unsafe or illegal materials.</li> <li>· Provides a safe, clean, and fair environment by engaging and monitoring youth to promote cooperation and compliance. Attends to potentially dangerous situations including facility and equipment damage.</li> <li>· Provides transportation to youth to various locations in the community to assist in their service needs and return home arrangements.</li> <li>· Contacts parents/legal guardians and schedules appointments with clinical specialists; initiates referrals to needed community resources when appropriate, including follow up contracts.</li> <li>· Interfaces with law enforcement or other referring parties and community partners to obtain pertinent information.</li> <li>· Provides information and assistance to clients and the public regarding community resources.</li> <li>· Provides drug, alcohol, and tobacco prevention classes for youth and conducts outreach to schools, outside agencies, and youths.</li> </ul>
<b>Start</b>	2/6/2017
<b>End</b>	2/20/2017
<b>Manager</b>	Briggs, Shauna

<b>Dept.</b>	Human Services
<b>Division</b>	2300000000-Aging And Adult Services
<b>Title</b>	Part-time Office Specialist
<b>Grade(s)</b>	10
<b>Type</b>	Part-Time (with benefits)
<b>Position #</b>	#00002414
<b>Vacancy</b>	3/15/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b> Provides customer service and office/program support. Serves as the initial contact for customers, both in-person and over-the-phone, for Division related information.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b> One (1) year of experience directly related to these duties.</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b> Answers phone calls and greets visitors; relays calls and messages to appropriate person.</p> <p>Performs customer service functions; provides assistance regarding department/division services and information. Maintains office coverage during all business hours.</p> <p>Assists with scheduling meetings and functions including meeting preparation, correspondence, material distribution, client registration and client appointment reminders. Records meeting minutes.</p> <p>Processes and issues monetary vouchers, certificates, and/or permits according to policy and procedures. Records transactions and issues receipts; forwards revenues and reconciles transactions according to policy and procedures.</p> <p>Provides general office support to the Division.</p> <p>Establishes and maintains accurate agency filing systems including purging and destroying/archiving confidential or obsolete documents according to policies and procedures.</p> <p>Receives incoming deliveries and documents, providing an accurate date stamp prior to distribution to the appropriate division or person.</p> <p>Provides detailed information to the public regarding Division procedures.</p> <p>Accepts Division specific documents, assists customers in data gathering, and reviews late appeal criteria with customers.</p> <p>Analyzes and maintains program reports, logs and lists. Types and proofreads documents and make appropriate corrections.</p> <p>Supports office functions effectively utilizing computers and software.</p>
<b>Start</b>	3/20/2017
<b>End</b>	3/31/2017
<b>Manager</b>	McBride, Pauline

<b>Dept.</b>	Human Services
<b>Division</b>	250000070-Library Services
<b>Title</b>	Librarian- Public Services - INTERNAL PROMOTION
<b>Grade(s)</b>	14
<b>Type</b>	Full-Time
<b>Position #</b>	#00003222
<b>Vacancy</b>	12/16/2016
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b></p> <p>Provides reference and reader's advisory services to library customers. Evaluates and selects materials for purchase and deletion. Tracks materials budget. Plans, coordinates, and provides library programs and outreach services. Assists customers in the use of personal computer and electronic resources..</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b></p> <p>Master's degree in Library Science or other ALA-accredited Master's Degree such as Master's in Information Resources and Library Science, Masters of Library and Information Science.</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b></p> <p>Provides reference and reader's advisory services and information about library policies, materials, services, and community resources in person, on the phone, or through electronic communications.</p> <p>Provides information to staff on appropriate ways of dealing with customers in the library including children and/or young adults.</p> <p>Evaluates and selects materials for purchase and deletion in assigned area. Monitors assigned allocation of library materials budget.</p> <p>Provides input on the branch collection development plan and strategic goals.</p> <p>Develops, maintains and participates in outreach activities to promote use of library materials and services.</p> <p>Creates, coordinates, and provides programs, activities, and resources for the library. Some may be targeted for outreach to children and young adults.</p> <p>Assists customers in the use of personal computer and electronic resources.</p> <p>Develops, monitors and maintains the Library's web pages and verifies links on the Library's home page.</p> <p>Serves as librarian-in-charge as assigned or on a rotation basis handling emergency situations as well as customer complaints.</p> <p>Participates in training workshops, committees, task forces, and other professional development activities.</p>
<b>Start</b>	3/17/2017
<b>End</b>	3/17/2017
<b>Manager</b>	Broussard, Linda

<b>Dept.</b>	Human Services
<b>Division</b>	2500000711-Library Services
<b>Title</b>	Library Shelver - INTERNAL TRANSFER
<b>Grade(s)</b>	7
<b>Type</b>	Part-Time (with benefits)
<b>Position #</b>	#00003124
<b>Vacancy</b>	3/20/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b> Empties book drops, sorts and shelves library materials, fills and processes holds, and checks in library materials.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b> Must be 16 years of age or older at time of hire.</p> <p>Due to the nature of this position, successful applicants 18 years or older are subject to a background check.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b> Empties book drops and soft carts.</p> <p>Sorts library materials on carts by call number.</p> <p>Shelves library materials in proper alphabetic or numeric order.</p> <p>"Shelf reads" to ensure materials are in proper order.</p> <p>Fills and processes hold requests.</p> <p>Searches for materials, as requested.</p> <p>Shifts collection, when needed.</p> <p>Checks in library materials.</p> <p>Performs assigned support tasks.</p> <p><b><u>WORKING CONDITIONS</u></b> Work is performed primarily in an indoor environment. Exposure to extreme temperatures, both hot and cold, when emptying outside book drops. Significant standing and walking. Requires ability to bend, kneel, stoop, reach up to six feet (with or without a step stool), lift up to 30 pounds, and push/pull a loaded shelving cart weighing up to 150 pounds.</p>
<b>Start</b>	3/16/2017
<b>End</b>	3/16/2017
<b>Manager</b>	Broussard, Linda

<b>Dept.</b>	Public Works
<b>Division</b>	4600000000-Flood Control Engineering
<b>Title</b>	Engineer 17 - Internal Promotion
<b>Grade(s)</b>	17
<b>Type</b>	Full-Time
<b>Position #</b>	#00007692
<b>Vacancy</b>	4/1/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b> Under direct supervision of a professional engineer, prepare preliminary and/or final plans, specifications and check projects for approval. Direct the technical work of technicians, and engineering interns. Assist project engineer in the section's responsibilities. Other related duties as assigned.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b> Licensed by the State of Utah as a Civil Engineer (PE).</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b> Prepare plans and specifications for projects including storm drains, street improvements, concrete and steel structures, and drainage facilities. Follow project through construction.</p> <p>Field review proposed site development to assure proper designs.</p> <p>Prepare work orders for field survey crews to obtain data required in plan preparation and project approval.</p> <p>Assist in preparation of flood control master plans and prepare feasibility and evaluation reports for other engineering projects to determine design requirements.</p> <p>Calculate estimated project costs from final plan for budgeting purposes.</p> <p>Field review consultant design plans to ensure feasibility; check plans and calculations.</p> <p>Recommend changes in design to meet County construction standards.</p> <p>Prepare right-of-way acquisition maps and write legal property descriptions for acquisition of right-of-way.</p> <p>Assign, review, and correct work of subordinates to assure accuracy.</p> <p>May assist in evaluating employee's performance.</p> <p>Assist in development of performance standards to be applied in section.</p> <p>Assist in scheduling work of selection objectives and assignments to meet division commitments.</p> <p>Attend meeting with other County Divisions, other government agencies, utility companies, citizens and developers to discuss projects.</p> <p>Answer inquiries and correspondence from public.</p> <p>May represent project engineer as assigned.</p>
<b>Start</b>	3/20/2017
<b>End</b>	3/20/2017
<b>Manager</b>	Moncur, Kade

<b>Dept.</b>	Public Works
<b>Division</b>	4600000000-Flood Control Engineering
<b>Title</b>	Flood Control Engineering Project Manager - Internal Promotion
<b>Grade(s)</b>	18
<b>Type</b>	Full-Time
<b>Position #</b>	#00007694
<b>Vacancy</b>	3/13/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b></p> <p>Serves as Project Manager for County Design Projects and Engineering Studies, as well as the County's Hydrologic Engineer and requires strong knowledge in Hydrology and Hydraulics. Supervises design and analysis of complex hydraulic and hydrologic systems including open channel flow, piped flow both pressure flow and open channel, hydraulic structures, and channel bank protection systems. Manages the Flood Control Projects and Engineering Studies Section. Manages the County's Flood Control Permit Program.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b></p> <p>Bachelor's Degree from accredited college or university in Civil Engineering or Civil and Environmental Engineering, plus four (4) years of full-time paid employment in a related field, two (2) years of which must have been as a project manager with responsible charge. Education may not be substituted for the required responsible charge experience.</p> <p>Must be a licensed Professional Engineer in the State of Utah, OR if licensed in another state, must become licensed in the State of Utah within six (6) months of hire date.</p> <p>Must possess a valid Utah Driver's License at the time of hire.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b></p> <p><i>The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.</i></p> <p><i>Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.</i></p> <p>Determines resolutions to complex engineering problems; develops, researches, and recommends adoption of technical standards. Prepares and coordinates annual update of 5-year Capital Improvement Plan and 20-year Financial Plan.</p> <p>Leads all aspects of project management. Manages studies and designs by external engineering consultants. Supervises professional and graduate engineers as well as engineering consultants.</p> <p>Manages inter-local infrastructure improvement programs agreements with cities and other agencies. Coordinates with other jurisdictions, contractors, agencies, and designers to resolve problems.</p> <p>Works within and understands the requirements of the FEMA Flood Insurance program.</p> <p>Manages the County's flood control permit program</p> <p>Makes hiring recommendations; trains and manages assigned staff; conducts performance evaluations, and addresses disciplinary problems.</p> <p>Represents the division and County at public meetings. Receives and resolves citizen complaints. Performs other related duties as assigned.</p> <p>Provides technical engineering expertise for the County, determining resolutions and solutions to complex engineering problems, engineering standards development, and ability to present expert testimony at legal proceedings as required to protect and defend the County's interests</p> <p>Resolves citizen complaints by investigation, determination of action and following through with solutions</p>
<b>Start</b>	3/13/2017
<b>End</b>	3/13/2017
<b>Manager</b>	Moncur, Kade

<b>Dept.</b>	Public Works
<b>Division</b>	4600000000-Flood Control Engineering
<b>Title</b>	Flood Control Engineering Section Manager - Internal Promotion
<b>Grade(s)</b>	19
<b>Type</b>	Full-Time
<b>Position #</b>	#00008993
<b>Vacancy</b>	3/13/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b></p> <p>Provides technical direction; quality control, scheduling, asset allocation and supervision; assists in budget preparation; serves as acting Division Direction in the absence of the Director for Flood Control Engineering Section. Supervises Flood Control, Flood Control Studies, and Watershed Program Sections.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b></p> <p>Bachelor's degree from an accredited college or university in Civil Engineering or Civil and Environmental Engineering, current State of Utah Professional Engineer (PE) license or if licensed in another state, the ability to become licensed within six (6) months of hire, plus four (4) years post-license experience, two (2) years of which must have been in a project management, administration, or management capacity. Education may not be substituted for the required experience.</p> <p>Must possess a valid Utah Driver's License at the time of hire.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b></p> <p><i>The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.</i></p> <p><i>Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.</i></p> <p>Manage Flood Control Design Program, develop work plan for the annual element of the 5-year plan, assign projects, assist with scoping, public involvement, environmental considerations, alternative analysis, design considerations, specifications, estimates, and coordination with other agencies. Monitor project progress and costs, oversee preparation of project budget requests, review work products for quality control, recommend projects to be bid, engage and oversee consultants.</p> <p>Manage Watershed (Water Quality) Program, develop work plan for the annual element of the 5-year plan, assist in efforts to preserve and enhance the quality of water in county streams and meet federal storm water regulations.</p> <p>Manage Storm Water and Precipitation Gauging Programs; allocate personnel, material and equipment; coordinate with other agencies; assist with co-applicant agreements; Watershed Scientists and technicians; develop program budget and monitor expenditures.</p> <p>Manage Flood Control Program, plan, organize and direct engineering activities and duties concerning floodplain administration and flood control management.</p> <p>Supervise subordinates, make hiring recommendations; train and manage staff; conduct performance evaluations, address disciplinary problems, assign and schedule work, review and approve technical work, direct development of engineering standards.</p> <p>Determine resolutions to complex engineering problems; develop, research, and recommend adoption of technical standards. Prepare and coordinate annual update of 5-year Capital Improvement Plan and 20-year Financial Plan for Flood Control and Watershed (Water Quality) Programs.</p> <p>Manage inter-local infrastructure improvement program agreements with cities and other agencies. Coordinate with other jurisdictions, contractors, agencies, and designers to resolve problems.</p> <p>Oversee Flood Insurance Information Program. Work within and understand the requirements of the FEMA National Flood Insurance Program (NFIP).</p> <p>Represent the County at public meetings. Present expert testimony at legal proceedings as required. Resolves citizen complaints by investigating, determining solutions, and following through.</p> <p>Provide technical engineering expertise, determines resolutions and solutions to complex engineering problems, develops engineering standards and recommends adoption.</p> <p>Emergency Operations</p>
<b>Start</b>	3/13/2017
<b>End</b>	3/13/2017
<b>Manager</b>	Baird, Scott



<b>Dept.</b>	Public Works
<b>Division</b>	4600000100-Flood Control Engineering
<b>Title</b>	Division Director - Flood Control Engineering - Internal Promotion
<b>Grade(s)</b>	20
<b>Type</b>	Full-Time
<b>Position #</b>	#00007670
<b>Vacancy</b>	3/13/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b></p> <p>To provide goods, services and professional procurement support to all Salt lake County agencies in manner that is fair and open to all. Coordinates a variety of administrative function and provides support and direction for supervisors or departments.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b></p> <p>Bachelor's degree from an accredited college or university in Business, Public Administration or other closely related field, plus eight (8) years of related experience in a position of progressively more responsible experience including supervisor, management, leadership, budgetary or project management.</p> <p>OR</p> <p>Master's degree from an accredited college or university in Business, Public Administration or other closely related field, plus six (6) years of related experience in a position of progressively more responsible experience including supervisor, management, leadership, budgetary or project management.</p> <p>Certified by either the Institute of Supply Management (Certified Professional in Supply Management) or the National Institute of Government Purchasing, Inc. (Certified Public Professional Officer) preferred.</p> <p>Must receive a verified negative test result on a mandatory drug test before starting in this position.</p> <p>Will be subject to random alcohol and drug testing.</p> <p>May be subject to post accident and reasonable suspicion alcohol and drug testing.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b></p> <p>Directs and manages the procurement and contracting functions of Salt Lake County.</p> <p>Plans, directs, coordinates, and supervises all of the County's purchasing functions.</p> <p>Directs the education and training of staff members.</p> <p>Directs the preparation and presentation of the Division's annual budget.</p> <p>Prepares the staff to respond to emergency situations in the County.</p> <p>Promotes uniformity and standardization in the areas of specification development, negotiation, and other phases of the procurement process.</p> <p>Directs the establishment of a centralized County procurement system to facilitate the purchase of goods at the least cost.</p> <p>Develops and publishes guidelines and conducts training sessions to educate user departments and vendors relative to applicable ordinances and policies.</p> <p>Develops performance expectations to be used as criteria for evaluating employee performances; prepares performance evaluations to determine achievement levels.</p> <p>Allocates work assignments and establishes priorities.</p> <p>Provides technical and administrative guidance to supervisors and employees.</p> <p>Directs the transfer between agencies or the sale of County personal property.</p> <p>Keeps an accurate and complete record of all purchases.</p>
<b>Start</b>	3/13/2017
<b>End</b>	3/13/2017
<b>Manager</b>	Baird, Scott