

09/12/2023

**F Ydcfhg'Hc. "Board of Supervisors**

## Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with vocational/technical training or experience with heating, cooling, ventilation, plumbing & electrical systems and knowledge about the operations of an HVAC system and small engines. Must be able to demonstrate mechanical ability, operate a computer and computer programs. A valid Iowa motor vehicle operator's license and proof of insurance.

## Physical and Mental Abilities Required to Perform Essential Job Functions

### Language Ability and Interpersonal Communication

Ability to establish and maintain good working relationships with other employees, public officials, and the general public; illustrate and exhibit a self motivation and initiative.

Ability to explain, demonstrate and follow well established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.

Ability to communicate effectively with the public and Auditor's office personnel

### Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

### Physical Requirements

Ability to exert moderate to heavy physical active including the following:

- Lifting and carrying of heavy materials or objects
- Climb 20' ladder on a wall to the rooftop, and good balance on ladders
- Excellent manual dexterity and visual acuity.
- Work in confined, small, and cramped spaces.
- Perform physical labor in inclement weather, extreme temperatures, wetness and humidity in and up to one (1) hour increments if needed.
- Perform work kneeling or crouching
- Work with frequent change of tasks and able to adjust to changing conditions

### Environmental Conditions

Ability to work under some uncomfortable conditions where exposure to injury is possible, including moderately noisy conditions and exposure to vibration, dirt, dusts, odor, and fumes.

### Compliance

Compliance with the employee handbook, county policies, department work rules, and supervisor or elected official directives

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Monona County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Please refer to the employee handbook and union contract for additional information.

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### Employee Acknowledgement

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outlined above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

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Employee's Signature

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Elected Official or Department Head Signature

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Date