



**CHAMPAIGN COUNTY BOARD  
FACILITIES COMMITTEE AGENDA  
County of Champaign, Urbana, Illinois**

Tuesday, August 5, 2025, at 6:30p.m.

Shields-Carter Meeting Room  
Bennett Administrative Center  
102 E. Main St., Urbana, IL 61801

**Committee Members:**

Jenny Lokshin – Chair  
Jeff Wilson – Vice Chair  
Ben Crane  
Stephanie Fortado

Carolyn Greer  
Elly Hanauer-Friedman  
Bethany Vanichtheeranont  
Daniel Wiggs

**Agenda**

**Page #**

I. Call to Order and Roll Call

II. Approval of Agenda/Addenda

III. Approval of Minutes – June 3, 2025

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IV. Public Input

V. Communications

VI. New Business

A. Bennett Administrative Center Wrap Up – Michelle Jett (*Discussion Only*)

B. Pope Jail Consolidation Wrap Up – Michelle Jett (*Discussion Only*)

C. Discussion and Approval of Pope Jail Roof PLA – Michelle Jett

4 - 28

D. ARPA Capital Projects Update – Michelle Jett (*Discussion Only*)

29

a. Nursing Home Demolition – Michelle Jett (*Discussion Only*)

b. ILEAS – Air Handling Units – Michelle Jett (*Discussion Only*)

E. Animal Control Capital Fund – Michelle Jett (*Discussion Only*)

F. Brookens Tenants and JEC Position – Michelle Jett (*Discussion Only*)

30 - 34

G. Maintenance Staff Structure – Michelle Jett (*Discussion Only*)

35 - 43

VII. Other Business

VIII. Presiding Officer's Report

*All meetings are at the Bennett Administrative Center – 102 E. Main Street in Urbana – unless otherwise noted. Champaign County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities. Please contact Administrative Services, 217-384-3776, as soon as possible but no later than 48 hours before the scheduled meeting.*

A. Future Meeting – **September 2, 2025 @ 6:30 pm**

IX. Designation of Items to be Placed on the Consent Agenda

X. Adjournment



**CHAMPAIGN COUNTY BOARD  
FACILITIES COMMITTEE AGENDA  
County of Champaign, Urbana, Illinois**

**MINUTES – Subject to Approval**

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**DATE:** Tuesday, June 3, 2025  
**TIME:** 6:30 p.m.  
**PLACE:** Shields-Carter Meeting Room  
Brookens Administrative Center  
1776 E. Washington St., Urbana IL 61802

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**Committee Members**

**Present:** Stephanie Fortado, Carolyn Greer, Elly Hanauer-Friedman, Jenny Lokshin, and Daniel Wiggs

**Absent:** Ben Crane, Bethany Vanichtheeranont, and Jeff Wilson

**County Staff:** Eric Hoene (Facilities Director) and Mary Ward (Recording Clerk)

**Others Present:** Steve Summers (County Executive)

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**Agenda**

I. Call to Order and Roll Call

Chair Lokshin called the meeting to order at 6:34 p.m. Roll call was taken, and a quorum was declared present.

II. Approval of Agenda/Addenda

**MOTION** by Ms. Greer to approve the agenda; seconded by Mr. Wiggs. Upon voice vote, the **MOTION CARRIED** unanimously.

III. Approval of Minutes – May 6, 2025

**MOTION** by Ms. Hanauer-Friedman to approve the May 6, 2025 minutes; seconded by Mr. Wiggs. Upon voice vote, the **MOTION CARRIED** unanimously.

IV. Public Input

There was no public input.

V. Communications

There were no communications from the committee.

49 VI. New Business

50  
51 A. Update on ITB# 2025-006 Champaign Co Pope Jail – Roof Replacement – Eric Hoene

52  
53 The bid opening will be on June 12 at 2:00 p.m. We had three or four vendors come for the  
54 walk through. With no meeting in July, this will go straight to the full board for approval. Ms.  
55 Fortado asked if the roof replacement would impact operations inside. Mr. Hoene answered  
56 that it should not.  
57

58 B. Update on ITB# 2023-005 County Plaza Elevator Renovation Project – Eric Hoene

59  
60 The elevators are pretty well finished up. There are a few final punch list items and the  
61 flooring replacement to complete. We're trying to delay the flooring replacement as long as  
62 possible since the move is not complete. Ms. Lokshin added that she went on one of the  
63 tours. It was nice to ride the elevators.  
64

65 C. Brookens Administration Building - Update & Potential Additional Staffing

66  
67 Mr. Hoene gave an update on the Brookens Administration Building. RPC will have a huge  
68 need for the foreseeable future. We don't want to disrupt them or any County entity that is  
69 in Brookens. Plus, there are some external groups showing interest. Our goal is we need to  
70 break even on the building. There may be a need to hire additional staff. If these potential  
71 renters sign on, there is an 80,000+ square foot building to clean and maintain.  
72

73 Ms. Fortado stated her strong opinion is that building stays open only if we break even on  
74 everything, including additional staff. We can't have this 80,000 sq ft building draining  
75 resources.  
76

77 Mr. Wiggs asked if Maintenance/Mechanical was part of the lease. Mr. Hoene said that we  
78 invoice RPC for Janitorial services. The other will be baked into costs. Any capitol or  
79 additional funds would go into a pool in case there is a major breakdown. We have been very  
80 transparent that if we cannot break even, we are walking away.  
81

82 Ms. Hanauer-Friedman asked if it is primarily RPC that is occupying the building. Mr. Hoene  
83 said as of now, it is the Auditor and RPC. RPC wants to rent additional space in Brookens. She  
84 asked if RPC was still looking elsewhere. They are still looking but this is one of the few  
85 options they have right now. Mr. Summers added that RPC would like to move but are  
86 staying for now. They are the anchor that are holding us for now.  
87

88 Ms. Lokshin asked, with the Auditor staying, what additional costs would we incur with him  
89 staying? If there is 1 person or 100, we have to maintain it to some degree.  
90

91 D. ILEAS – Old Nursing Home Building Tear Down – Eric Hoene

92  
93 We have been working with Jeff Blue at Highway on the engineering aspect of this. The bid  
94 documents are being put together with Bailey Edwards. We hope to have this out for bid this  
95 fall with tear down being next year in the spring.  
96

97 E. Facilities Department – Going to new CMMS – Eric Hoene

98  
99 Mr. Hoene said that the Facilities Department was going to a new management software  
100 system. We are replacing Facility Tree with MaintainX software beginning this month. He  
101 briefly explained how the software works. Staff are still training on the new system and  
102 getting used to how it works.

103  
104 F. Energy Supply Discussion – Tradition Energy – Eric Hoene

105  
106 Mr. Hoene said he had been working with Tradition Energy trying to get better energy rates.  
107 Tradition puts the numbers together and helps search for the best rate. Our range last year  
108 was between \$0.09 to \$0.14 per KWH. Rates they are currently looking at could be as low as  
109 \$0.057/KWH. Savings would be 30 to 35%.

110  
111 G. Door Access Discussion – All County Building – Eric Hoene

112  
113 Mr. Hoene said that we are trying to consolidate systems across all our buildings. He would  
114 like to do this with ARPA funding. We have a verbal quote of the Courthouse that it would be  
115 below \$50,000. We would probably do the Coroner's office at the same time. That would be  
116 approximately \$10,000. We will be requesting quotes for this. This is part of item #13 on the  
117 ARPA spending list.

118  
119 Ms. Fortado asked is there a reason not to do all buildings at the same time? Mr. Hoene said  
120 the Jail and JDC would be separate. The system is for office doors, hallway doors, etc. Ms.  
121 Hanauer-Friedman asked for clarification is this was everything except the Jail and JDC. Ms.  
122 Fortado asked if this would bump other projects that were on the list. Mr. Hoene said that it  
123 would not.

124  
125 VII. Other Business

126  
127 There was no other business.

128  
129 VIII. Presiding Officer's Report

130  
131 There was no presiding officer's report.

132  
133 A. Future Meeting – **August 5, 2025 @ 6:30 pm**

134  
135 Ms. Lokshin announced the date of the next meeting as August 5 at 6:30 p.m. There will be no  
136 meeting in July.

137  
138 IX. Designation of Items to be Placed on the Consent Agenda

139  
140 There were no items to be placed on the Consent Agenda.

141  
142 X. Adjournment

143  
144 Ms. Lokshin adjourned the meeting at 6:54 p.m.

RESOLUTION NO. 2025 - \_\_\_\_

RESOLUTION AUTHORIZING THE CHAMPAIGN COUNTY EXECUTIVE  
TO EXECUTE AN AGREEMENT BETWEEN THE COUNTY AND THE EAST  
CENTRAL ILLINOIS BUILDING & CONSTRUCTION TRADES COUNCIL  
REGARDING A PROJECT LABOR AGREEMENT  
FOR THE POPE JAIL ROOF REPLACEMENT PROJECT

WHEREAS, the Champaign County Board desires to replace the roof on the Pope Jail, so as to best suit the county's needs and facilitate the responsible and safe housing of inmates and provide an appropriate working environment for County staff, through an upcoming construction and/or renovation project.

WHEREAS, the County Board anticipates that a Request for Proposals (RFP) will be issued for this project to elicit bids in a competitive selection process.

WHEREAS, the County provide vital services to the citizens of Champaign County that require the timely completion this project within precise and limited time parameters; and strikes and other work stoppages could delay the completion of certain projects, disadvantaging the County's residents.

WHEREAS, skilled craftsmen are needed by the County to achieve the quality of workmanship essential to meeting public expectations and interests.

WHEREAS, the County Board believes it to be in County's interest to promote the efficiency of construction operations and provide for peaceful settlement of labor disputes without strikes or lockouts, thereby promoting the public interest in assuring the timely and economical completion of the work.

WHEREAS, the County Board intends to set standard working conditions for the efficient performance of work at the County, to establish and maintain harmonious relations between all parties to County contracts, to secure optimum productivity and to eliminate strikes, lockouts, or delays in the performance of work at the County.

WHEREAS, it is the policy of Champaign County to encourage and require equal opportunity in employment for all persons, and to promote workplace diversity, and to prohibit discrimination in employment.

NOW THEREFORE, BE IT RESOLVED that the Champaign County Board hereby authorizes the Champaign County Executive to execute the attached Agreement, regarding the attached Project Labor Agreement (PLA), with the East Central Illinois Building & Construction Trades Council (ECIBCTC).

BE IT FURTHER RESOLVED that in the event ECIBCTC agrees to the attached Agreement in a timely manner prior to the issuance of the RFP, the County Executive shall include the attached PLA and attached PLA Contract Terms as part of the County's requirements in the initial RFP to be issued for the Pope Jail Replacement Project, and shall negotiate with the selected bidder to the RFP to include the attached PLA-Related Contract Terms, or terms substantially similar thereto, in any final award of contract.

BE IT FURTHER RESOLVED that in the event no qualified bidders bid on the initial RFP for said project, or portion thereof, the County Executive may request new proposals without including the PLA.

BE IT FURTHER RESOLVED that in order that the County Executive have the power to see that this resolution of the County Board is faithfully executed, the County Executive shall have the duties and powers detailed in Article 14 of the attached PLA regarding Workforce Diversity and Equal Opportunity in Employment, including but not limited to: determining the sufficiency of good faith efforts; establishing narrowly tailored and flexible female and minority contract participation goals; granting or denying waivers; monitoring compliance; approving affirmative action and utilization plans; and, if necessary, invoking any of the sanctions provided for under the terms of the agreement with the contracting entity.

PRESENTED, ADOPTED, APPROVED, AND RECORDED  
this \_\_\_\_ day of \_\_\_\_\_ A.D. 2025

\_\_\_\_\_  
Jennifer Locke, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_

Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Stephen Summers, County Executive

Date: \_\_\_\_\_

Attachments: Agreement between ECIBCTC and Champaign County, Illinois (proposed)  
PLA-Related Contract Terms (proposed)  
ECIBCTC Project Labor Agreement (proposed)

**AGREEMENT  
BETWEEN THE  
EAST CENTRAL ILLINOIS BUILDING & CONSTRUCTION TRADES COUNCIL  
AND  
CHAMPAIGN COUNTY, ILLINOIS**

1. This Agreement is entered into to facilitate the timely completion of a specific upcoming construction and renovation project at Champaign County (“the County”), namely the project commonly referred to as the Pope Jail Replacement Project, RFP #2025-006 (the “Project”).
2. The County provides vital services to the citizens of Champaign County that require the timely completion of projects within precise and limited time parameters. Strikes and other work stoppages could delay the completion of certain projects, disadvantaging the County’s residents. Skilled craftsmen are needed by the County to achieve the quality of workmanship essential to meeting public expectations and interests. Furthermore, the parties to this Agreement believe it to be in their mutual interest to promote the efficiency of construction operations and provide for peaceful settlement of labor disputes without strikes or lockouts, thereby promoting the public interest in assuring the timely and economical completion of the work. It is also the intent of the parties to set standard working conditions for the efficient performance of work at the County, to establish and maintain harmonious relations between all parties to the Agreement, to secure optimum productivity and to eliminate strikes, lockouts, or delays in the performance of work at the County.
3. The County agrees to include the attached Project Labor Agreement (“PLA”), or mutually agreed successor versions, as part of the Request for Proposals (“RFP”) for the Project, which is a construction and/or renovation project estimated to cost Eight Hundred Eighty Eight Thousand Six Hundred Thirty Dollars (\$886,630.00) or more as determined by the County.
4. Any firm, union affiliated or not, may bid on the Project pursuant to the RFP process. To be awarded a contract, successful bidders must become a party to the PLA or a substantially similar successor version as may be reasonably negotiated and mutually agreed upon between the bidder and the County. This Agreement applies only to this Project.
5. The East Central Illinois Building & Construction Trades Council (“the ECIBCTC”), its member unions, agents, affiliates and surrogates agree to not stop, delay, interrupt, strike, picket, harass or interfere in any way with construction projects, contractors, or employees engaged in County projects covered by a PLA. Any interference, whether lawful or not, shall terminate this Agreement.



6. In the event that no qualified bidders bid on a project, or portion thereof, the County reserves the right to request new proposals without including the PLA.
7. In the event that there is insufficient labor available through ECIBCTC member Unions to staff construction projects, the County reserves the right to exclude the PLA as a requirement from any or all solicitations for construction until such time as sufficient labor is made available. The County will make efforts to consult with the ECIBCTC prior to excluding the PLA. The ECIBCTC will be provided an opportunity to remedy the labor insufficiency prior to the PLA being excluded. The County reserves the sole right to determine the sufficiency of available labor. Nothing in this Agreement shall preclude the County from utilizing or assigning County employees to perform assigned work.
8. All parties agree to cooperate to promote a diverse workforce and equal opportunity in employment, as detailed in Article 14 of the attached PLA.
9. The term of this Agreement is two years, beginning on the date of execution below, 2025, and ending on the same day and month one year thereafter, 2025, unless extended by mutual agreement as detailed in paragraph 10.
10. Neither party to this Agreement shall be obligated to enter into any negotiations for the renewal or extension of this Agreement. If either party desires to renew or extend the Agreement, such party will notify the other party in writing at least ninety (90) days prior to the expiration date.

**IN WITNESS WHEREOF**, the East Central Illinois Building & Construction Trades Council and Champaign County have caused this Agreement to be executed in their respective capacities effective this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**Champaign County (County)**

**East Central Illinois Building & Construction  
Trades Council (ECIBCTC)**

\_\_\_\_\_  
Steve Summers,  
County Executive

\_\_\_\_\_  
President of ECIBCTC

Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
And *Ex-Officio* Clerk of the  
Champaign County Board

\_\_\_\_\_  
Vice President of ECIBCTC

\_\_\_\_\_  
Secretary/Treasurer of ECIBCTC

### **PLA-RELATED CONTRACT TERMS**

#### **Equal Opportunity in Employment & Project Labor Agreement Provision**

For the purposes of this provision, "contracting entity" means the legal entity that has signed a contract to provide services or perform work or to provide personal property or a combination thereof to or on behalf of the County. The words used herein and the requirements shall be interpreted in accordance with and have the meaning ascribed to them as set forth in Article 14 of the Project Labor Agreement.

- (1) *Non-discrimination pledge.* The contracting entity shall not discriminate against any employee during the course of employment or application for employment on the basis of race, color, religion, national origin, ancestry, sex (including pregnancy), gender identity or expression, age, citizenship status, marital status, sexual orientation, genetic information, order of protection status, arrest record, military status, physical or mental disability unrelated to an individual's ability to perform the essential functions of their job with or without reasonable accommodations, or unfavorable discharge from the military.
- (2) The contracting entity shall make good faith efforts in accordance with its affirmative action plan and utilization plan, if one is required to be submitted to and approved by the County, to achieve female and minority participation goals by hiring and partnering with WBEs, MBEs, and female and minority workers. Good faith efforts are defined in Article 14 of the Project Labor Agreement regarding this project.
- (3) *Notices.* The contracting entity shall post notices regarding non-discrimination in conspicuous places available to employees and applicants for employment. The notices shall be provided by the County, setting forth the provisions of the non-discrimination pledge; however, the contracting entity may post other notices of similar character supplied by another governmental agency in lieu of the County's notice.
- (4) *Employment relations.* The contracting entity shall send to each labor union, employment service agency, or representative of workers with which the contracting entity has a collective bargaining agreement or other contract or understanding, a copy of the contracting entity's notice regarding the non-discrimination pledge.
- (5) *Solicitation and ads for employment.* The contracting entity shall, in all solicitations and advertisements for employees placed by or on behalf of the contracting entity, state "This is an Equal Opportunity Employer."
- (6) *Access to books.* The contracting entity shall permit access to all books, records and accounts pertaining to its employment practices by the County Executive or the County Executive's designee for purposes of investigation to ascertain compliance with these provisions and the Project Labor Agreement.

- (7) *Reports.* The contracting entity shall provide periodic compliance reports to the County Executive, upon request. Such reports shall be within the time and in the manner proscribed by the County and describe efforts made to comply with the provisions of the Project Labor Agreement.
- (8) *Remedies.* In the event that any contracting entity fails to comply with the above subsections, or fails to comply with or make good faith efforts to comply with its affirmative action plan, utilization plan, or any provision of county, state or federal law relating to human rights, after the County has provided written notice to the contracting entity of such failure to comply and provided the contracting entity with an opportunity to cure the non-compliance, then the County, at its option, may declare the contracting entity to be in default of this agreement and take, without election, any or all of the following actions:
- (i) Cancel, terminate or suspend the contract in whole or in part;
  - (ii) Declare the contracting entity ineligible for further contracts for up to one calendar year;
  - (iii) Recover from the contracting entity by set-off against the unpaid portion of the contract price, or otherwise recover money due to the contracting entity pursuant to the contract, the sum of fifty dollars (\$50.00) per day, as liquidated damages and not as a penalty, for each day after the date of the notice that the contracting entity fails to comply with these provisions of the contract, as determined by the County Executive, the said sum being fixed and agreed upon by and between the contracting entity and the County because of the impracticability and extreme difficulty of fixing and ascertaining the actual damages which the County would sustain in the event of such breach of contract, and said amount is agreed to be the amount of monetary damages which the County would sustain;
  - (iv) Seek other contractual remedies or sanctions allowable by law.
- (9) Construction contractors shall automatically include the provisions of the foregoing paragraphs in every construction subcontract so that the provisions will be binding upon each construction subcontractor.

**East Central Illinois Building & Construction Trades Council**

**Project Labor Agreement**

This Agreement is entered into this 24th day of July, 2025, by and between  
Henson Robinson Company and  
the East Central Illinois Building and Construction Trades Council (ECIBCTC) for and on behalf of its  
affiliates, individually and collectively, hereinafter referred to as the "Union". This Agreement shall apply  
to work performed by the Employer (Champaign County) and its Contractors and Subcontractors on

Construction known as the County Plaza Renovation Project,  
hereinafter referred to as the "Project".

**Article 1 - Intent and Purposes**

1.1 It is mutually understood that the following terms and conditions relating to employment of  
workmen covered by this Agreement have been written in order to promote efficiency of construction  
operations and provide for peaceful settlement of labor disputes without strikes or lockouts, thereby  
promoting the public interest in assuring the timely and economical completion of the work. It is also the  
intent of the parties to set out standard working conditions for the efficient prosecution of said  
construction work, herein to establish and maintain harmonious relations between all parties of the  
Agreement, to secure optimum productivity and to eliminate strikes, lockout, or delays in the prosecution  
of the work.

(a) Therefore, the following provisions will be binding upon Henson Robinson Company  
and all its sub-contractors (herein jointly referred to as "Contractor"), who shall be required to  
sign the Participation Agreement, attached hereto as Exhibit A, and the Unions during the term of  
this Agreement and any renewal thereafter. The Unions hereby consent to apply the terms and  
conditions of this Project Agreement to said sub-contractors upon their signing the Participation  
Agreement. It is understood that each sub-contractor will be considered and accepted by the  
Unions as a separate employer for the purposes of collective bargaining. It is further agreed that  
the employees working under this Agreement shall constitute a bargaining unit separate and  
distinct from all others. This agreement may be modified by mutual consent in writing by the  
parties' signatory hereto.

(b) Nothing in this Agreement shall preclude the County from utilizing or assigning County  
employees to perform assigned work.

1.2 The Contractor agrees to be bound by the terms of the applicable Collective Bargaining  
Agreements and amendments thereto of the affiliates of the East Central Illinois Building and  
Construction Trades Council and the applicable employers association, if any. The applicable Collective  
Bargaining Agreement is that which predominates in Champaign County for the particular work  
performed by the Contractor. Such agreements are incorporated herein by reference, except that the work  
of the International Union of Elevator Constructors on this Project shall be performed under the terms of  
its National Agreements, with the exception of Article XI, XII, and XIII of this Project Labor Agreement,  
which shall apply to work. It is mutually understood that where the provisions of this Agreement are at  
variance with any other agreement between the Contractor and the Union, the language of this Agreement  
shall prevail. In order to comply with the requirements of the various fringe benefit funds to which the

Contractor is to contribute, the Contractor shall sign the applicable participation agreements when necessary.

1.3 The Contractor and the Union agree that should the collective Bargaining Agreement (CBA) of any ECIBCTC affiliate signatory to this Agreement will expire prior to the completion of this project, the expired contracts' terms will be maintained until a new CBA is ratified. The wages and fringe benefits included in any new CBA will be effective on the effective date of the newly negotiated CBA unless wage and fringe benefit retroactively is agreed upon by both bargaining parties.

## **Article 2 - Recognition**

2.1 The Contractor recognizes the ECIBCTC and the signatory affiliates as the sole and exclusive bargaining representatives for its craft employees employed on the jobsite. ECIBCTC affiliates signatory to this Agreement will have recognition on the project for their craft.

## **Article 3 - Administration of Agreement**

3.1 In order to assure that all parties have a clear understanding of the Agreement, to promote harmony and address potential problems, a pre-job conference will be held with the Contractor, the County, ECIBCTC representatives, and all signatory parties prior to the start of any work on the project.

3.2 Representatives of the Contractor, the County, or the ECIBCTC may at any time require a meeting to review the operation of this Agreement. Said meeting shall take place within one week of the written request. The representatives at this meeting shall be empowered to resolve any dispute over the intent and application of the Agreement.

3.3 The Contractor shall make available in writing to the ECIBCTC no less than two days prior to these meetings, a job status report, planned activities for the next 30 day period, actual number of craft employees on the project and estimated numbers of employees by craft required for the next 30 day period. The purpose of this report is to allow time to address any potential jurisdictional problems and to ensure that no party signatory to the Agreement is hindering the continuous progress of the project through a lack of planning or shortage of manpower.

3.4 ECIBCTC shall supply a Union Contact List, attached hereto as Exhibit B, and shall provide an updated Union Contact List to both the Contractor and the County within one week of any change to the information therein.

3.5 The Contractor shall supply the County with a fully signed copy of this Agreement immediately after its execution. The Contractor shall have a continuing duty to promptly supply the County with complete copies of all signed Participation Agreements.

## **Article 4 - Hours of Work Overtime Shifts and Holidays**

4.1 The standard work day shall be an established consecutive eight (8) hour period between the hours of 7:00 a.m. and 5:00 p.m. with one-half hour designated as unpaid period for lunch. The standard work week shall be five (5) consecutive days of work commencing on Monday. Starting time, which is to be established at the pre-job conference, will be applicable to all craft employees on the project. Changes in the standard work day and week must be requested in writing and approved by the County. Should job conditions dictate a change in the established starting time and/ or a staggered lunch period on certain work of the project or with individual crafts, the Contractor, Business Managers of the crafts involved and the ECIBCTC shall mutually agree to such changes. If work schedule change cannot be mutually agreed to between these parties, the hours fixed in the Agreement shall prevail.

4.2 All time before and after the established workday of eight (8) hours, Monday through Friday and all the time on Saturday shall be paid in accordance with each craft's current Collective Bargaining Agreement. All time on Sundays and Holidays shall be paid for at the rate of double time. Fringe benefit payments for all overtime work shall be paid in accordance with each craft's Current Collective Bargaining Agreement.

4.3 Shifts may be established when considered necessary by the Contractor. Shift pay shall be in accordance with each craft's current Collective Bargaining Agreement. Shifts when established shall continue for a minimum of five (5) consecutive days. Changes in shift must be requested in writing and approved by the County.

4.4 Recognized Holidays shall be as follows: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving Day and Christmas Day. No work will be performed on Labor Day under any consideration, except in an extreme emergency and then only after consent has been given by the Business Manager.

#### **Article 5 - Absenteeism**

5.1 The Contractor and the Union agree that chronic and/or unexcused absenteeism is undesirable and must be controlled. Employees that develop a record of such absenteeism shall be identified by the Contractor to the appropriate referral facility and the Contractor shall support such action with the work record of the involved employee. Any employee terminated for such absenteeism shall not be eligible for rehire on the project for a period of no less than ninety (90) days.

#### **Article 6 - Management Rights**

6.1 The Contractor retains and shall exercise full and exclusive authority and responsibility for the management of its operations, except as expressly limited by the terms of this Agreement.

#### **Article 7 - General Working Conditions**

7.1 Employment begins and ends at the project site.

7.2 Employees shall be at their place of work at the starting time and shall remain at their place of work until quitting time. The parties reaffirm their policy of a fair days work for a fair days pay.

7.3 The Contractor may utilize brassing, time clocks or other systems to check employees in and out. Should such procedures be required, the techniques and rules regarding such procedures shall be established by mutual consent of the parties at the pre-job conference.

7.4 There shall be no limit on production by workmen or restrictions on the full use of tools or equipment. Craftsmen using tools shall perform any work of the trades and shall work under the direction of the craft foreman. There shall be no restrictions on efficient use of manpower other than as may be required by safety regulations.

7.5 Crew Foreman shall be utilized as per the existing collective bargaining agreements. The Contractor agrees to allow crew foremen ample time to direct and supervise their crew. The Union agrees there will be no restrictions placed on crew foremen's ability to handle tools and materials.

7.6 The Contractor may utilize the most efficient methods or techniques of construction tools or other labor-saving devices to accomplish the work.

7.7 The Contractor may establish such reasonable project rules as the Contractor deems appropriate. These rules will be reviewed and established at the pre-job conference and posted at the project site by the Contractor.

7.8 It is recognized that specialized or unusual equipment may be installed on the project and in such cases, the Union recognizes the right of the Contractor to involve the equipment supplier or vendor's personnel in supervising the setting of the equipment. These personnel may make modifications and final alignment which may be necessary prior to and during the start-up procedure in order to protect factory warranties.

7.9 In order to promote a harmonious relationship between the equipment or vendor's personnel and the Building Trades craftsmen, a meeting shall be held between the Contractor and the ECIBCTC prior to any involvement on the project by these personnel. The Contractor will inform the ECIBCTC of the nature of involvement by these personnel and the numbers of personnel to be involved, allowing ample time for the Union representatives to inform their stewards prior to the start of any work.

7.10 Equipment or material delivered to the job site will be unloaded promptly without regard to jurisdictional disputes which will be handled as per the provisions of this Agreement. The Contractor will supply ECIBCTC and affiliated unions with delivery schedules, allowing as much time as possible to ensure the appropriate crafts will be available to unload the materials or equipment.

#### **Article 8 - Safety**

8.1 The employees covered by the terms of this Agreement shall at all times while in the employ of the Contractor be bound by the safety rules and regulations as established by the Contractor in accordance with the Construction Safety Act and OSHA. These rules and regulations will be published and posted at conspicuous places throughout the project.

8.2 In accordance with the requirements of OSHA, it shall be the exclusive responsibility of each Contractor on a jobsite to which this Agreement applies, to assure safe working conditions for its employees and compliance by them with any safety rules contained herein or established by the Contractor. Nothing in this Agreement will make the ECIBCTC or any of its affiliates liable to any employees or to other persons in the event that injury or accident occurs.

#### **Article 9 - Subcontracting**

9.1 The Project Contractor agrees neither it nor any of its contractors or subcontractors will subcontract any work to be done on the Project except to a person, firm or corporation who is or agrees to become party to this Agreement. Any contractor or subcontractor working on the Project, shall, as a condition to working on said Project, become signatory to and perform all work under the terms of this Agreement. The furnishing of materials, supplies or equipment and the delivery thereof shall in no case be considered subcontracting, with the exception of ready mix, aggregate, asphalts, brick, block, drywall, and trash removal.

#### **Article 10 - Union Representation**

10.1 Authorized representatives of the ECIBCTC and its signatory affiliates shall have access to the project provided they do not interfere with the work of the employees and further provided that such representatives fully comply with the visitor and security rules established for the project.

10.2 Each ECIBCTC affiliate which is a party to this Agreement shall have the right to designate a working journeyman as a steward. Such designated steward shall be a qualified worker performing the

work of that craft and shall not exercise any supervisory functions. Each steward shall be concerned with the employees of the steward's employer and not with the employees of any other employer.

10.3 The working steward will be paid at the applicable wage rate for the job classification in which he is employed.

10.4 The working steward shall not be discriminated against because of his activities in performing his duties as steward, and except as otherwise provided in local agreements, shall be the last employee in his craft to be laid off in any reduction in force. Stewards will be subject to discharge to the same extent that other employees are only after notification to the Union Representative. The Contractor will permit stewards sufficient time to perform the duties inherent to a steward's responsibilities. Stewards will be offered available overtime work if qualified.

#### **Article 11 - Work Stoppages and Lockouts**

11.1 During the term of this Agreement there shall be no strikes, picketing, work stoppages, slowdowns or other disruptive activity for any reason by the ECIBCTC, its affiliates or by any employee and there shall be no lockout by the Contractor. Failure of any Union or employee to cross any picket line established at the project site is a violation of this Article.

11.2 The ECIBCTC and its affiliates shall not sanction, aid or abet, encourage or continue any work stoppages, picketing or other disruptive activity and will not make any attempt of any kind to dissuade others from making deliveries to or performing services for or otherwise doing business with the Contractor at the project site. Should any of these prohibited activities occur the Union will take the necessary action to end such prohibited activities.

11.3 No employee shall engage in any activities which violate this Article. Any employee who participates in or encourages any activities which interfere with the normal operation of the project shall be subject to disciplinary action, including discharge, and if justifiably discharged for the above reasons, shall not be eligible for rehire on the same project for a period of not less than ninety (90) days.

11.4 Neither the ECIBCTC nor its affiliates shall be liable for acts of employees for which it has no responsibility. The principal officer or officers of the ECIBCTC will immediately instruct order and use the best efforts of his office to cause the affiliated union or unions to cease any violations of this Article. The ECIBCTC in its compliance with this obligation shall not be liable for unauthorized acts of its affiliates. The principal officer or officers of any involved affiliate will immediately instruct, order or use the best effort of his office to cause the employees the union represents to cease any violations of this Article. A union complying with this obligation shall not be liable for unauthorized acts of employees it represents. The failure of the Contractor to exercise its right in any instance shall not be deemed a waiver of its right in any other instance.

11.5 In lieu of any action at law or equity, any party shall institute the following procedure when a breach of this Article is alleged; after all involved parties have been notified.

- (a) The party invoking this procedure shall notify an individual to be mutually agreed upon; whom the parties agree shall be the permanent arbitrator under this procedure. In the event the permanent arbitrator is unavailable at any time, he shall appoint his alternate. Notice to the arbitrator shall be by the most expeditious means available, with notice by service with delivery confirmation to the party alleged to be in violation and all involved parties.



(b) Upon receipt of said notice the arbitrator named above shall set and hold a hearing within twenty-four (24) hours if it is contended the violation still exist but not before twenty-four (24) after the service with delivery confirmation notice to all parties involved as required above.

(c) The Arbitrator shall notify the parties by service with delivery confirmation of the place and time he has chosen for this hearing. Said hearing shall be completed in one session. A failure of any party or parties to attend said hearing shall not delay the hearing of evidence or issuance of an Award by the Arbitrator.

(d) The sole issue at the hearing shall be whether or not a violation of this Article has in fact occurred. The Award shall be issued in writing within three (3) hours after the close of the hearing and may be issued without an Opinion. If any party desires an Opinion, one shall be issued within fifteen (15) days, but its issuance shall not delay compliance with, or enforcement of, the Award. The Arbitrator may order cessation of the violation of this Article, and such Award shall be served on all parties by hand or registered mail upon issuance.

(e) Such Award may be enforced by any court of competent jurisdiction upon the filing of the Agreement and all other relevant documents referred to hereinabove in the following manner. Written notice by service with delivery confirmation of the filing of such enforcement proceedings shall be given to the other party. In the proceeding to obtain a temporary order enforcing the Arbitrator's Award as issued under this Article, all parties waive the right to a hearing and agree that such proceedings may be ex parte. Such agreement does not waive any party's right to participate in a hearing for a final order of enforcement. The Court's order or orders enforcing the Arbitrator's Award shall be served on all parties by hand or by delivery to their last known address or by service with delivery confirmation.

(f) Any rights created by statute or law governing arbitration proceedings inconsistent with the above procedure or which interfere with compliance therewith are hereby waived by parties to whom they accrue.

(g) The fees and expenses of the Arbitrator shall be borne by the party or parties found in violation. In the event that no violation is found, such fees and expenses shall be borne by the moving party.

## **Article 12 - Disputes and Grievances**

12.1 This Agreement is intended to provide close cooperation between management and labor. Each of the Unions will assign a representative to this Project for the purpose of completing the construction of the Project economically, efficiently, continuously, and without interruption, delays, or work stoppages.

12.2 The Contractors, Unions, and the employees, collectively and individually, realize the importance to all parties to maintain continuous and uninterrupted performance of the work of the project, and agree to resolve disputes in accordance with the grievance-arbitration provisions set forth in this Article, accept when any craft which has a no strike, no lockout grievance procedure which results in final and binding arbitration, then they shall use their local grievance procedures to settle such disputes.

12.3 Any questions or dispute arising out of and during the term of this Project Agreement (other than Trade jurisdictional disputes) shall be considered a grievance and subject to resolution under the following procedures:

Step 1: (a) When any employee subject to the provisions of the Agreement feels he or she is aggrieved by a violation of this Agreement, he or she, through his or her local union business representative or job steward, shall, within five (5) working days after the occurrence of the violation, give notice to the work-site representative of the involved Contractor stating the provision(s) alleged to have been violated. The business representative of the local union or the job steward and the work-site representative of the involved Contractor and the Project Contractor shall meet and endeavor to adjust the matter within three (3) working days after timely notice has been given. The representative of the Contractor shall keep the meeting minutes and shall respond to the Union representative in writing (copying the Project Contractor) at the conclusion of the meeting but not later than twenty-four (24) hours thereafter. If they fail to resolve the matter within the prescribed period, the grieving party may, within forty-eight 48 hours thereafter, pursue Step 2 of the Grievance Procedure, provided the grievance is reduced to writing, setting forth the relevant information concerning the alleged grievance, including a short description thereof, the date on which the grievance occurred, and the provision(s) of the Agreement alleged to have been violated.

Step 1: (b) Should the Local Union(s) or the Project Contractor or any Contractor have a dispute with the other party and, if after conferring, a settlement is not reached within three (3) working days, the dispute may be reduced to writing and proceed to Step 2 in the same manner as outlined herein for the adjustment of an employee complaint.

Step 2: (a) The International Union Representative and the involved Contractor shall meet within seven (7) working days of the referral of a dispute to this second step to arrive at a satisfactory settlement thereof. Meeting minutes shall be kept by the Contractor. If the parties fail to reach an agreement, the dispute may be appealed in writing in accordance with the provisions of Step 3 within seven (7) calendar days thereafter.

Step 3: (a) If the grievance has been submitted but not adjusted under Step 2, either party may request in writing, within seven (7) calendar days thereafter, that the grievance be submitted to an Arbitrator mutually agreed upon by them. The Contractor and the involved Union shall attempt mutually to select an Arbitrator, but if they are unable to do so, they shall request the American Arbitration Association to provide them with a list of arbitrators from which the Arbitrator shall be selected. The rules of the American Arbitration Association shall govern the conduct of the arbitration hearing. The decision of the Arbitrator shall be final and binding on all parties, the fee and expenses of the arbitrator shall be borne equally between the Contractor and the involved Local Union(s).

Step 3: (b) Failure of the grieving party to adhere to the time limits established herein shall render the grievance null and void. The time limits established herein may be extended only by written consent of the parties involved at the particular step where the extension is agreed upon. The Arbitrator shall have the authority to make decisions only on issues presented to him or her, and he or she shall not have the authority to change, amend, add to or detract from any of the provisions of this Agreement.

12.4 The Project Contractor and County shall be notified of all actions at Steps 2 and 3 and shall, upon their request, be permitted to participate in all proceedings at these steps.

### **Article 13 - Jurisdictional Disputes**

13.1 As used in this Agreement, the term "jurisdictional dispute" shall be defined as any dispute, difference or disagreement involving the assignment of particular work to one class or craft of employees rather than to a different class or craft of employees, regardless of that Contractor's contractual relationship to any other employer, contractor or organization on the site.

13.2 It is agreed by and between the parties to this Agreement that any and all jurisdictional disputes shall be resolved in the following manner; each of the steps hereinafter listed shall be initiated by the parties in sequence as set forth:

- (a) Negotiation by and between the Local Business Representative of the disputing Unions and Contractor assigning the work within 5 business days. Such negotiation shall be pursued until it is apparent that the dispute cannot be resolved at the local level.
- (b) The International Representatives of the disputing Union shall meet on the job site by phone conference, e-mail or fax and attempt to resolve said dispute within 5 business days.
- (c) The parties to the Jurisdictional Dispute shall submit the dispute directly to an agreed upon arbitrator after complying with paragraph 13.2(b) above within 5 business days. An arbitrator will be selected from a panel of seven (7) arbitrators supplied through the Federal Mediation and Conciliation Service being selected or rejected one at-a-time by the Unions involved. The arbitrator's decision will be final and legally binding on this project only. Further, the losing party(s) will be responsible for the cost of the Arbitrator.
- (d) A jurisdictional dispute may be submitted upon a pre-job assignment.
- (e) If any party to the jurisdictional dispute does not fully comply with the steps and time limit with each step, then the party in non-compliance will lose by "automatic default".
- (f) Time limits at any step can be extended if all parties to the jurisdiction mutually agree in writing.
- (g) All parties to a jurisdictional dispute can mutually agree to waive the time limits in steps 13.2(a) & 13.2(b) and proceed directly to an expedited arbitration hearing.

13.3 The signatory parties to this Agreement agree that all jurisdictional disputes shall be resolved without the occurrence of any strike, work stoppage or slow-down of any nature, and the Contractor's assignment shall be adhered to until the dispute is resolved. Individuals violating this section shall be subject to immediate discharge.

### **Article 14 – Workforce Diversity & Equal Opportunity in Employment**

14.1 It is the policy of Champaign County to encourage and require equal opportunity in employment for all persons, and to promote the full realization of equal employment opportunity through actions by contracting entities who contract with the County. This Article establishes standards and procedures by which Contractors and Unions who perform work on County projects may comply with this stated equal employment opportunity policy.

14.2 Neither the Contractor nor the Union shall discriminate against any employee on the basis of race, color, religion, national origin, ancestry, sex (including pregnancy), gender identity or expression, age, citizenship status, marital status, sexual orientation, genetic information, order of protection status, arrest

record, military status, physical or mental disability unrelated to an individual's ability to perform the essential functions of their job with or without reasonable accommodations, or unfavorable discharge from the military.

14.3 Neither the Contractor nor the Union shall retaliate against a person because they complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

14.4 *Definitions.* The following words, terms and phrases, when used in this Article, shall have the meanings ascribed to them in this Article, except where the context clearly indicates a different meaning:

(a) *Champaign Diversity Advancement Program vendor list (CDAP vendor list)* means the certified database maintained by the City of Champaign, used by the County of Champaign pursuant to intergovernmental agreement, of qualified contracting entities that are 51 percent owned and operated by females, minorities, or individuals in other socially disadvantaged groups; or which are local, economically disadvantaged businesses.

(b) *Construction contract* means any contract to which the County is a party for the construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property.

(c) *Construction contractor* means any person who contracts with the County in a construction contract.

(d) *Construction subcontractor* means any person who contracts with a construction contractor in an amount greater than Thirty Thousand Dollars (\$30,000.00) for any single construction contract.

(e) *Contracting entity* means any vendor, construction contractor, or construction subcontractor.

(f) *Good faith efforts* are documented actions taken or planned by a contracting entity that are reasonably calculated to meet an established utilization or workforce participation goal or to encourage employment of, partnership with, and development of MBEs, WBEs and female and minority individuals in County projects. A contracting entity making good faith efforts actively and aggressively seeks participation by and partnership with WBEs, MBEs, and women and minority workers. The County will consider the quality, quantity, and consistency of efforts made by a contracting entity in determining whether the contracting entity has acted in good faith.

(g) *Minority Business Enterprise (MBE)* means a business that is at least 51 percent owned by one or more minority persons, or in the case of a corporation, at least 51 percent of the stock in which is owned by one or more than one minority persons; and the management and daily business operations of which are controlled by one or more of the minority individuals who own the business. A business certified as an MBE pursuant to the Champaign Diversity Advancement Program as indicated on the current CDAP vendor list shall be considered an MBE for purposes of this Agreement for such time as said certification remains valid.

(h) *Minority*. For purposes of this Article, "minority" shall be defined by reference to the definition of "minority person" in the Illinois Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/2, as amended.

(i) *Vendor* means persons who sell goods or services to the County in non-construction contracts and any financial depository in which the County deposits funds.

(j) *Woman Business Enterprise (WBE)* means a business that is at least 51 percent owned by one or more women, or, in the case of a corporation, at least 51 percent of the stock in which is owned by one or more women; and the management and daily business operations of which are controlled by one or more of the women who own the business. A business certified as a WBE pursuant to the Champaign Diversity Advancement Program as indicated on the current CDAP vendor list shall be considered a WBE for purposes of this Agreement for such time as said certification remains valid.

#### 14.5 *Good faith efforts.*

(a) All contracting entities performing work on this Project are required to demonstrate good faith efforts in order to be considered a responsive bidder or respondent and throughout the duration of this Project to meet the County's established goals for utilization and employment of MBE and WBE firms and minority and female workers. The County Executive or his or her designee will determine the sufficiency of a contracting entity's good faith efforts. Sufficiency of good faith efforts may vary depending on the type of project, the type of products and/or services to be provided, and the duration of the project.

(b) *Female and Minority Participation Goals*. The County will set aspirational contract participation goals for this Project, except as exempted or waived pursuant to this Article, to assist in inclusion efforts of racial and ethnic minorities, women, and MBEs and WBEs. Contracting entities may meet contract participation goals in two ways: by employing set percentages of female and minority employees ("workforce participation goals"), and/or by assigning set percentages of work on a project to MBEs and WBEs ("utilization goals"). The County will ensure that female and minority participation goals are narrowly tailored in accordance with applicable law, and the County will provide appropriate flexibility to businesses in establishing and providing opportunities for female and minority workers. The County Executive will establish and report goals to the County Board as soon as reasonably practicable upon commencement of the Project, or prior thereto if feasible.

(c) The Union shall make all reasonable efforts to encourage, facilitate, and cooperate with a contracting entity in meeting the County's workforce participation and utilization goals and demonstrating good faith efforts.

(d) The following are minimum requirements a contracting entity must meet to demonstrate good faith efforts:

(1) All contracting entities must submit an Affirmative Action plan as outlined in Article 14.6.

(2) All contracting entities must make all reasonable efforts to contact, negotiate, and partner in good faith with qualified MBE and WBE firms listed on the CDAP

vendor list for potential subcontracting and/or joint venture opportunities and to employ female and minority employees.

(3) All contracting entities must submit a utilization plan that outlines their planned use of qualified MBE and WBE firms as subcontractors or as part of a joint venture, if applicable, and their employment of female and minority employees.

(e) Other evidence of good faith efforts by contracting entities may include, but is not limited to:

(1) Providing job training or direct employment opportunities to increase the utilization of women and minorities on County projects.

(2) Attendance at County-sponsored networking events to increase the utilization of MBEs, WBEs, and female and minority workers.

(3) Providing evidence that the contracting entity has met or exceeded the goals established for this County project related to the utilization of MBE and WBE firms and minority and female workers. Evidence may include payroll records or other documents showing the percentage of minority or female workers employed on a project or the percentage of project hours completed by minority and female workers.

(4) Monetary contributions to training and development funds or organizations dedicated to encouraging MBE and WBE businesses and minority and female workers.

(5) Outreach and recruitment efforts of WBEs and MBEs and female and minority workers.

(6) Packaging requirements, where feasible, into tasks and quantities that encourage maximum participation from MBEs, WBEs, and minority and female workers.

(7) Providing interested and qualified MBEs and WBEs with adequate information about the bidding and request for proposal process, adequate time to respond, and assistance in responding to bid and proposal solicitation.

(8) Assisting interested MBEs and WBEs in obtaining necessary equipment, supplies, and materials to successfully compete for County contracts and subcontracts.

(9) Assisting interested MBEs and WBEs in obtaining bonding, lines of credit, or insurance.

(10) Seeking services from available female and minority community organizations, minority and female contractors' groups, minority and female business assistance offices, and other organizations as appropriate, to provide assistance in recruiting MBEs, WBEs, and minority and female workers.

(11) If a contracting entity has rejected one or more MBEs or WBEs for a subcontracting or joint venture opportunity, providing supportable reasons for rejection based on a thorough investigation of the business and its qualifications.

(12) All other evidence of good faith efforts that the County Executive or his or her designee deems sufficient to advance the County's goals to encourage minority and female participation in County projects.

(f) *Waiver.*

(1) Contracting entities that are unable to achieve utilization and workforce participation goals established for County projects may request a waiver from the County Executive or his or her designee. Waivers will only be granted when all reasonable attempts at good faith efforts have been exhausted.

(2) Good faith effort requirements may be waived on certain County projects due to the inability to appropriately apply the requirements in this section as a result of the nature of the contract or project.

(3) A waiver may be granted at the initiation of a purchase, at the vendor selection phase, or at any time during the term of the project.

(4) The determination to grant or deny a waiver and the duration of the waiver will be at the sole discretion of the County Executive or his or her designee.

(5) A contracting entity that demonstrates unwillingness to make good faith efforts, or that has demonstrated unwillingness to comply with good faith efforts in past County projects, will not be eligible for a waiver.

(g) *Compliance.*

(1) If the County Executive or his or her designee determines that a contracting entity has not made recent and substantial good faith efforts during the term of a County project, and the contracting entity does not have a valid waiver, the County Executive or his or her designee will notify the contracting entity of its non-compliance in writing. The notice will detail the non-compliance and will include information regarding the actions the contracting entity must take to cure the non-compliance.

(2) The contracting entity will be given ten (10) business days to cure the non-compliance or to provide a response in writing to the County Executive or his or her designee making acceptable arrangements to cure the non-compliance. Acceptable arrangements may include a waiver where the County Executive or his or her designee deems appropriate.

(3) If the contracting entity fails to cure the non-compliance or to make acceptable arrangements to cure the non-compliance within ten (10) business days, or if the County Executive or his or her designee finds the contracting entity's response insufficient, the County Executive or his or her designee may:

- a. Cancel, terminate, or suspend the contract in whole or in part;
- b. Declare the contracting entity ineligible for further contracts for up to one calendar year;
- c. Require the contracting entity to pay liquidated damages in the amount of zero dollars (\$0.00) per day for each day the contracting entity was in non-compliance beginning with the original date of the letter of non-compliance; and/or
- d. Pursue other contractual remedies or sanctions allowable by law.

14.6 Affirmative action plan; submittal and approval.

(a) *Submittal.* Each contracting entity, as defined herein, shall submit an affirmative action plan and a utilization plan for the County's consideration describing the actions the entity will take to ensure compliance with this article. Affirmative action plans shall be accepted for a period of one (1) year from the date of approval by the County. Utilization plans must be submitted for each contract unless otherwise determined by the County Executive or his or her designee.

(b) *Minimum requirements.* The plan shall be approved by the County Executive or his or her designee if, and only if, the plan at minimum reflects substantial compliance with the following requirements:

(1) *Equal employment policy statement.* The contracting entity must indicate a positive attitude toward equal employment opportunity and indicate that decisions regarding recruitment, hiring, training and promotion will be made without regard to race, color, religion, national origin, ancestry, sex (including pregnancy), gender identity or expression, age, citizenship status, marital status, sexual orientation, genetic information, order of protection status, arrest record, military status, physical or mental disability unrelated to an individual's ability to perform the essential functions of their job with or without reasonable accommodations, or unfavorable discharge from the military, except when one (1) of these criterion is a good faith qualification for the occupation involved.

(2) *Assignment of responsibility.* The contracting entity must select a director of the contracting entity's affirmative action program. It will be the director's responsibility, among other things, to assist in the identification and solution of problems. The contracting entity must give the director the necessary top management support and staffing to fulfill his or her job duties.

(3) *Procedures for disseminating policy.* A policy of affirmative action is considered to be of little value unless it goes beyond the words on a piece of paper and is put into effect. The contracting entity is responsible for establishing procedures for disseminating their affirmative action program both within the entity (internally) and outside the entity (externally).

(4) *Utilization analysis.* The contracting entity must identify those areas within the contracting entity's workforce in which minorities and women are being under-utilized.



A utilization analysis is composed of four (4) different parts: a workforce analysis; identification of job groups within the contracting entity; an availability analysis; and an under-utilization analysis.

(5) *Goals and timetables.* For each job group in which under-utilization of minorities or women is found, the contracting entity must set up a system of goals and timetables for correcting the deficiencies. Separate goals for minorities and women must be established, but a single goal for minorities is acceptable unless it is determined that one (1) minority is underutilized in a substantially disparate manner.

(6) *Identification of problem areas and adverse effect.* The contracting entity must identify key job titles in which women or minorities are under-represented in relation to their availability in the workforce and those employment practices which have an adverse effect on women or minorities so as to discourage their employment or full utilization. The contracting entity studies of applicant flow, recruitment procedures, selection and placement procedures, promotions and transfers, seniority systems, terminations, relations with labor unions, employee benefits and working conditions are required.

(7) *Corrective action measures.* Should problem areas be identified or a disproportionate impact on women or minorities be uncovered, the contracting entity is obligated to develop and execute corrective action programs. The total selection process should be evaluated and the necessary changes made.

(8) *System for monitoring compliance.* To ensure that the non-discrimination policy is being carried out, the contracting entity should monitor employment actions at all levels and require the submission for review of reports from unit managers on a scheduled basis.

(9) *Support of EEO programs.* The contracting entity must actively support local, state, and national programs that are designed to improve the employment opportunities of women and minorities.

(10) *Recruitment of persons outside workforce.* Racial minorities and women generally considered outside of the workforce should be considered for employment when they have the requisite skills and can be recruited through good faith efforts.

(11) *System of records and annual summary.* In order to be able to supply compliance officers with information on affirmative action efforts, contracting entities should establish a system of compiling support data in such forms as applicant flow data, progression line charts, seniority rosters, and applicant rejection ratios indicating minority and sex status.

(c) *Failure to submit plan.* If the proposed contracting entity fails to submit an affirmative action plan and utilization plan which, in the County Executive's sole discretion, comply with this section, prior to the execution of a contract by the County, or within such reasonable time after execution as may be provided by the County Executive, the sanctions provided for in this article or provided for in the agreement shall be enforced against the contracting entity.

(d) *Failure to cooperate or comply with plan.* If the contracting entity fails to provide information required to the County Executive to determine compliance with the plan within ten (10) business days of any such request, or fails to make a good faith effort to comply with the provisions of the submitted and approved affirmative action plan, or utilization plan the County Executive may invoke any of the sanctions provided for under the terms of the agreement with the contracting entity.

#### **Article 15 - General Savings Clause**

15.1 If any Article or provision of this Agreement shall be declared invalid, inoperative or unenforceable by any competent authority of the executive, legislative, judicial or administrative branch of the Federal or State government, the Contractor and the Union shall suspend the operation of such Article and provisions during the period of its invalidity and shall substitute by mutual consent, in its place and stead, an Article or provision which will meet the objections to its validity and which will be in accord with the intent and purpose of the Article or provision in question.

#### **Article 16 - Term of Agreement**

16.1 This Agreement shall be in full force as of and from the date shown above to and including the end of all construction by the Contractor.

*(Remainder of page intentionally left blank.)*

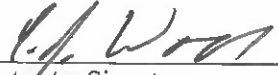
**PROJECT NAME AND CONTRACTOR SIGNATURE PAGE**

Project Name Pope Jail Replacement Project

IN WITNESS WHEREOF, the ECIBCTC and CONTRACTOR have executed this Project Labor Agreement on this 24th day of July, 2025.

**CONTRACTOR**

**East Central Illinois Building & Construction  
Trades Council (ECIBCTC)**

  
Contractor Signature

ECIBCTC President by resolution and  
authority of the signatory trade unions of  
the Project Labor Agreement

C.J. Wood

Print Name

Boilermakers LU #60

Bricklayers LU #8

Carpenters LU #243

Electrical Workers LU #601

Elevators LU #55

Glaziers LU# 1168

Heat and Frost Insulators LU #18

Ironworkers LU #380

Laborers LU #703

Laborers LU #751

Millwrights LU #1051

Operating Engineers LU #841

Painters LU #363

Plasterers & Cement Masons LU #143

Plumbers & Steamfitters LU #149

Road Sprinklers LU #669

Roofers LU #97

Sheet Metal LU #218

Teamsters LU #26

Vice President

Title

Henson Robinson Company

Company Name

3550 Great Northern Avenue

Address

Springfield, IL 62711

City, State, Zip Code

217-544-8451

Phone

217-241-2577

Fax

cwood@henson-robinson.com

Email

www.hensonrobinson.com

Website

**SIGNATURE PAGE(S) FOR THE UNIONS**

*(to be supplied by Union)*

**PARTICIPATION AGREEMENT**

The undersigned Project Contractor, Contractor or subcontractor, subcontracting to  
Champaign County Board agrees to be bound to the  
attached Project Labor Agreement negotiated between Champaign County Board  
and the East Central Illinois Building & Construction Trades Counsel (ECIBCTC).

Henson Robinson Company

Project Contractor, Contractor, Subcontractor

  
By C.J. Wood, Vice President

7/24/2025

Date

ECIBCTC Project Labor Agreement – Exhibit B

**UNION CONTACT LIST**

*(to be supplied by Union)*

**Facilities Committee**  
**ARPA Capital Spending**

Priority	Building	Building Project	Estimated Budgetary Cost	Actual (Current) Cost	Status
1	Pope Jail	Replace ballasted roof with white EPDM rubber roof	\$ 1,400,000	\$ 1,111,254.50	In Progress - waiting for construction start date to be scheduled
2	Pope Jail	Foundation joint repair, includes drainage tile	\$ 300,000	\$ 46,403.25	In Progress - waiting for construction start date to be scheduled
3	Pope Jail	Consolidation project reserve & small Projects	\$ 120,000	\$ 4,140.34	In Progress- grease trap relocation quote being finalized
4	Bennett	Project Reserve - glass/Low Voltage/Moving repairs/Parking	\$ 200,000	\$ 87,291.60	In Progress
5	Courthouse	Boiler Feed Project	\$ 100,000	\$ 98,975.00	In Progress - boiler ordered, not on site yet
6	Courthouse	Design Plans for Courthouse Expansion	\$ 180,000	\$ -	In Progress - coordinating with architect to discuss assessment
7	MetCad	Replace 2 Liebert Units	\$ 200,000		
8	ILEAS	Replace existing 175kw generator	\$ 200,000		
9	JDC	Foundation joint repair, include drainage tile	\$ 300,000	\$ 5,400.00	In Progress - contracted with A/E, working on developing RFP
10	JDC	Install Parking curb and resurface parking lot and drive	\$ 350,000	\$ 9,000.00	In Progress - contracted with A/E, working on developing RFP
11	JDC	Replace window sealant and paint exterior windows	\$ 120,000	\$ 21,500.00	In Progress - contracted with A/E, working on developing RFP
	JDC	Perimeter Security Fencing		\$ 12,800.00	In Progress - contracted with A/E, working on developing RFP
12	Courthouse	Update and replace all Building Automation Controls	\$ 850,000		In Progress - contracted with FE Moran, started implementation planning
13	ALL	County Facilities Keys/Locks/Door Access Repair and Standardization	\$ 200,000	\$ 45,000.00	
14	MetCad	Replace ballasted roof with white EPDM rubber roof	\$ 350,000		
15	Pope Jail	Replace parking lot and drive	\$ 350,000		
16	ALL	Garage Replace Metal Skins on 5 garages	\$ 320,000		
17	Coroner	Facility improvements, equipment	\$ 150,000	\$ 8,850.00	In Progress - updated door locks, planning to replace carpet with tile in the winter, pulling quotes for autolifting cots
18	ILEAS	Tear down abandoned Nursing Home Buildings - RESERVE PROJECT	\$ 1,200,000		In Progress - A/E finalizing plans for demo, aiming for fall 25 to demo
<b>Total ALL Projects</b>			<b>\$ 6,890,000</b>	<b>\$ 1,450,614.69</b>	



## ***OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE***

1776 East Washington Street, Urbana, Illinois 61802-4581

**Steve Summers, County Executive**

### **MEMORANDUM**

**TO:** Beth Vanichtheeranont, Chair – Policy, Personnel & Appointments Committee of the Whole

**FROM:** Michelle Jett, Director of Administration, and Job Content Evaluation Committee

**DATE:** July 23, 2025

**RE:** REVIEW and RECOMMENDATION for Building Supervisor

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by Michelle Jett, Director of Administration. The Committee was also provided with a job description for the position. Ms. Jett met with the Committee and explained the parameters and scope of responsibility for the position.

The goal for this position is to have a dedicated position focused on keeping County rental spaces fully rented, and for those buildings triage maintenance requests, perform minor maintenance tasks, and manage appropriate custodial services to the building.

The Job Content Evaluation Committee Report is as follows:

Date of Review by the JEC: July 23, 2025  
Department Requesting: County Executive  
Recommended Title of Position: Building Supervisor  
Evaluated Job Points: 542  
Recommended Classification Range: G  
FY2025 Current Range Minimum: \$20.39  
FY2025 Current Range Midpoint: \$25.48  
FY2025 Current Range Maximum: \$27.49  
Bargaining Status: Non-Bargaining  
FLSA Status: Exempt

Pursuant to this review and evaluation, the Committee recommends the creation of the Building Supervisor position. A copy of the job description and updated table of organization are attached for your information and review.



At this time there is no additional funding request. Funding for this position is budgeted in the rental costs.

**REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:**

***The Policy, Personnel & Appointments Committee recommends to the Committee of the Whole approval of the creation of the Building Supervisor, effective August 29th, 2025.***

Thank you for your consideration of this recommendation.

*Attachments*

- Building Supervisor Job Description
- Facilities Department Org Chart

## Champaign County Job Description

**Job Title:** Building Supervisor

**Department:** County Executive - Facilities

**Reports To:** Facilities Director

**FLSA Status:** Exempt

**Prepared Date:** July 2025

**Pay Rate:** G

**SUMMARY** Oversee the daily operations and maintenance of County rental properties. Liaise with tenants, coordinate and manage maintenance, custodial, and security activities, and ensure the facilities meet regulatory standards and codes.

**PRIMARY DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- All aspects of maintaining full rental occupancy of the rental property.
- Coordinating and overseeing regular building maintenance and repairs. Completing repairs in some instances.
- Managing and directing custodial staff and activities. Completing cleaning activities in some instances.
- Preparing and carrying out emergency protocols and procedures.
- Maintaining a safe environment for building occupants and visitors.
- Monitoring maintenance budgets.
- Working with the Facilities Director to draft, manage, and implement yearly capital maintenance plan for rental buildings.
- Negotiating and liaising with third-party service providers.
- Conducting regular building inspections and preparing reports.
- Ensuring rented facilities are in compliance with applicable policies, regulations, and building codes.
- Responding to inquiries and requests by building tenants and resolving any problems or issues.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

At least 3 years of experience as a building manager or in a similar role.

Knowledge of relevant laws, regulations, and building codes.

Excellent project management and negotiation skills.

Good communication and customer service skills.

Strong critical thinking and problem-solving skills.

## **EDUCATION and/or EXPERIENCE**

Three-five years experience in real estate management, building maintenance, or related field.

## **PHYSICAL DEMANDS**

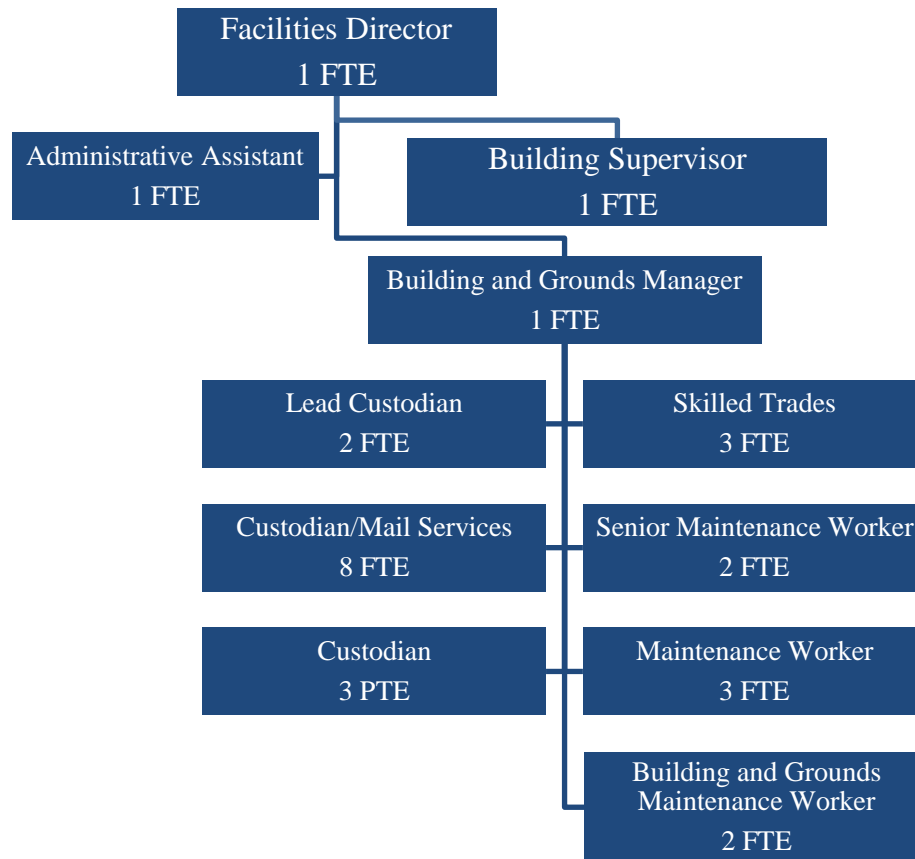
This position has the physical capability requirements of the Department of Labor classification of Medium to Heavy Work.

These physical demands of this position require activities such as sitting, walking, standing, bending, stooping, climbing stairs and ladders, lifting, moving, and carrying objects, operating maintenance and cleaning equipment, and driving an automobile.

## **WORK ENVIRONMENT**

The work is performed primarily in an office environment, but work exposure involves maintenance activities, routine and more significant, cleaning supplies and labor. Safety precautions are required.

Physical Plant – 080-071



Physical Plant positions: 27

## **Champaign County Job Description**

**Job Title:** Maintenance Worker

**Department:** Physical Plant

**Reports To:** Building & Grounds Manager

**FLSA Status:** Non-exempt

**Employment Status:** Bargaining Unit - AFSCME General Unit

**Prepared Date:** August 2015

**SUMMARY** Performs routine and extensive preventative maintenance and repair procedures on County buildings, mechanical equipment and utility systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Performs minor and major repair of all buildings and equipment. (Major repairs are performed under the supervision of licensed maintenance workers.)

Performs preventive maintenance procedures on building mechanical equipment on a scheduled basis; inspects belts, checks fluid levels, replaces filters, greases bearings, seals, etc.; repairs or replaces broken parts.

Cleans and inspects boiler; treats water with proper chemicals.

Calibrates and repairs pneumatic systems.

Replaces broken windows; repairs doors, door locks and closets; installs window blinds.

Completes daily, weekly and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures.

May operate a computer which controls and monitors mechanical equipment and utility systems.

Installs electrical wiring and equipment; new electrical services, wiring during remodeling projects; replaces and repairs wiring as needed.

Repairs electrical equipment and control circuits; replaces faulty electrical switches; repairs refrigeration equipment.

Performs electrical locks and control panels repair to maintain building security.

May install computer cable.

Responds to emergency maintenance requests as required.

Assists with the renovation/remodeling of buildings; repairs plaster and drywall; paints building structures.

Maintains records of scheduled maintenance procedures.

May cut lawn using hand, power or riding mower; trims edges around walks, flower beds, walls, etc.

May spray lawns, trees and shrubs with fertilizers and insecticides.

Performs outside custodial duties such as snow removal, plant grass, flowers, trees and shrubs; prunes shrubs and trees to shape and improve growth as required.

Removes snow and ice from building walkways and steps; may rake leaves, clean and sweep litter.

May obtain estimates for supplies, repair parts; orders parts as needed.

**SUPERVISORY RESPONSIBILITIES** May exercise some supervision over Public Service Workers.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** High school diploma or general education degree (GED) and one year of responsible experience in building and mechanical equipment maintenance and repair; or an acceptable equivalent combination of education and experience. Good skill in the use of hand and power tools.

**LANGUAGE SKILLS** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics.

**REASONING ABILITY** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid Illinois Driver's License.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must

frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud.

**Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.**

## **Champaign County Job Description**

**Job Title:** Senior Maintenance Worker

**Department:** Physical Plant

**Reports To:** Building & Grounds Manager

**FLSA Status:** Non-exempt

**Employment Status:** Bargaining Unit - General Unit

**Prepared Date:** August, 2015

**SUMMARY** Performs routine, extensive and responsible preventative maintenance and repair procedures on County buildings, mechanical equipment and utility systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Performs minor and major repair of all buildings and equipment. (Major repairs are performed under the supervision of licensed maintenance workers.)

Completes daily, weekly and monthly checklists on building equipment maintenance procedures and maintains records of schedules maintenance procedures.

May operate a computer which controls and monitors mechanical equipment and utility systems.

Installs electrical wiring and equipment, new electrical services, wiring during remodeling projects, replaces and repairs wiring as needed.

Operates steam boilers and air conditioning units in season and makes repairs as needed.

Performs preventive maintenance procedures on building mechanical equipment on a scheduled basis; inspects belts, checks fluid levels, replaces filters, greases bearings, seals, etc.; repairs or replaces broken parts.

Calibrates and repairs pneumatic systems.

Repairs electrical equipment and control circuits; replaces faulty electrical switches; repairs refrigeration equipment.

Performs electrical locks and control panels repair to maintain building security.

May assist with the implementation of fire safety procedures, conducts fire drills, verifies that smoke detectors and fire extinguishers are operational.

May install computer cable.

May cut lawn using hand, power or riding mower; trims and edges around walks, flower beds, walls, etc.



Performs outside custodian duties such as snow removal, plant grass, flowers, trees and shrubs.

Sprays lawns, trees and shrubs with fertilizers and insecticides.

Removes snow and ice from building walkways and steps; may rake leaves, clean & sweep litter.

Responds to emergency maintenance requests as required.

**SUPERVISORY RESPONSIBILITIES** May exercise supervision over Maintenance Workers or Public Service Workers. May supervise 1 to 2 employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** High school diploma or general education degree (GED) and 3-5 years of responsible experience in building and mechanical equipment maintenance and repair; or an acceptable equivalent combination of education and experience. Additional courses and/or experience in pneumatics controls, energy management programming, locksmithing for electrical security locks preferred.

**LANGUAGE SKILLS** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics.

**REASONING ABILITY** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid Illinois Driver's License.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud.

**Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.**

## **Champaign County Job Description**

**Job Title:** Skilled Trades

**Department:** Physical Plant

**Reports To:** Building and Grounds Manager

**FLSA Status:** Non-exempt

**Employment Status:** Bargaining Unit - AFSCME General Unit

**Prepared Date:** July 2017

**SUMMARY** Performs extensive and responsible preventive maintenance and repair procedures on all County buildings, its mechanical equipment and utility systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Any one position may not include all of the tasks listed nor do the listed examples include all tasks which may be found in positions of this class.

Monitors operation of high pressure steam boilers and energy management systems; makes adjustments accordingly.

Installs and repairs plumbing equipment.

Performs all phases of remodeling activities; constructs partitions; repairs or paints doors, floors, windows and other building structures; constructs cabinets and/or counter tops, etc.

Installs electrical equipment and wiring; inspects and adjusts existing electrical equipment and replaces receptacles, wiring, switches, etc.

Obtains cost estimates for supplies; obtains supplies and repair parts from distributors; maintains inventory of supplies; orders new equipment.

Prepares cost estimates for remodeling projects and repairs of equipment.

May inspect and repair sprinkler systems.

Performs outside custodial duties, such as snow removal as required.

Responds to emergency requests, on a 24-hour basis, as required.

Completes daily, weekly and monthly reports on building and equipment maintenance procedures; maintains records of completed maintenance repair work.

May instruct Maintenance Worker and Senior Maintenance Worker for mechanical equipment maintenance and repair.

**SUPERVISORY RESPONSIBILITIES** May exercise supervision over one or more Senior Maintenance Workers and Maintenance Workers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training

employees; planning, assigning, and directing work; appraising performance and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** High school diploma or general education degree (GED) and additional training required for certification; plus 3-5 years of relevant experience. Considerable knowledge of repair and maintenance procedures for building structures, mechanical equipment, utility systems, temperature control and refrigeration. Considerable skill in the use of hand and power tools; specialized equipment, snow removal equipment and electronic test devices.

**LANGUAGE SKILLS** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret technical drawings, schematics or blueprints.

**REASONING ABILITY** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** Skilled or licensed in at least one of the following trades: plumbing, electrical or master level carpentry. Valid Illinois Driver's License.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and vibration. The noise level in the work environment is usually moderate and occasionally loud.

**Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.**