RECOMMENDED ACTION AND JUSTIFICATION:

Approve the proposed job description of Commercial Truck Driver/Equipment Mechanic, set the salary at $2,691.17-$3,271.15/month, and assign the classification to SEIU. This position is critical to the Fleet Division of the Public Works Department in that other than the Fleet Superintendent, there are no employees who have a commercial truck driver’s license with the required endorsements to transport heavy equipment. This job description has been created to accommodate staff’s need to have an additional individual to transport heavy equipment as well as have the ability to perform Equipment Mechanic duties when the transporting function is not being utilized.

The proposed salary has been aligned with the Equipment Mechanic/Heavy Equipment Mechanic classification.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

During the 2007/2008 budget hearings, the Board deferred all new position requests to staff for review and possible further action. In the recent mid-year process, the Board approved allocating this position to the Fleet Services fund effective March 1, 2008.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this action, however, a negative action would result in a backlog of workload that would impact existing staff.

Financial Impact? (Y) Yes ( ) No  Current FY Cost: $1,700  Annual Recurring Cost: $
Budgeted In Current FY? (Y) Yes ( ) No ( ) Partially Funded
Amount in Budget: $1,700
Additional Funding Needed: $0

Source:
Internal Transfer
Unanticipated Revenue __________ 4/5's vote
Transfer Between Funds __________ 4/5's vote
Contingency __________ 4/5's vote
( ) General ( ) Other

List Attachments, number pages consecutively

Job Description


CLERK'S USE ONLY:
Res. No.: 90-56  Ord. No. ______
Vote – Ayes: _____  Noes: _____
Absent: _____
Approved __________  Vote - ______ Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: __________
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: __________
Deputy

COUNTY ADMINISTRATIVE OFFICER:
Requested Action Recommended ( ) No Opinion
Comments: ______

CAO: ______

Margie Williams, Clerk of the Board
COUNTY of MARIPOSA
P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

LYLE TURPIN, CHAIR
DIANNE A. FRITZ, VICE CHAIR
BRAD ABORN
JANET BIBBY
BOB PICKARD

DISTRICT II
DISTRICT IV
DISTRICT I
DISTRICT III
DISTRICT V

MARIPOSA COUNTY BOARD OF SUPERVISORS
AMENDED MINUTE ORDER

TO: RICHARD J. BENSON, CAO
FROM: MARGIE WILLIAMS, Clerk of the Board

SUBJECT: Approval of Consent Agenda

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA
ADOPTED THIS Order on March 25, 2008

ACTION AND VOTE:

Approval of Consent Agenda (See End of Summary of Proceedings)

NOTE: The Consent Agenda consists of items that are generally viewed as non-controversial and routine by the department. If the Board wishes to discuss an item, it will be removed from the Consent Agenda and moved to the end of the timed agenda; or at the Chair’s discretion, may be taken in conjunction with another item scheduled by the respective department. Otherwise, the Consent Agenda items are generally approved in one single motion. This is the appropriate time for the public to advise the Chair of any comments to the Consent Agenda or request to have an item removed from the Consent Agenda.

Item 1 – Supervisor Bibby asked that the job classification be changed to include supervision being received from the Public Works Director to be consistent with the other job classifications. This change was agreeable with the Public Works Director and the Personnel Officer. (M)Bibby, (S)Aborn, item 1 was approved/Ayes: Unanimous.

CA-1 Approve the Proposed Job Description of Commercial Truck Driver/Equipment Mechanic, Set the Salary at $2,691-$3,271/Month, and Assign the Classification to SEIU (County Administrative Officer/Personnel/Risk Manager); Res. 08-106, with change

Cc: Mary Hodson, Deputy CAO
    Sandi Laird, Personnel
    Dana Hertfelder, Public Works Director
    Chris Ebie, Auditor
    File
COMMERCIAL TRUCK DRIVER/EQUIPMENT MECHANIC

DEFINITION
Performs skilled commercial truck driver work involved in the transporting and operating of heavy equipment; performs mechanical servicing, maintenance and minor repair of the County's fleet of automotive and heavy equipment; maintains records related to transporting heavy equipment and other equipment; maintains records related to commercial truck driving and minor shop operations; performs related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives supervision from the Fleet Superintendent and the Public Works Director.

EXAMPLES OF ESSENTIAL FUNCTIONS
Schedules and transports vehicles and heavy equipment for all County departments.

Maintains compliance with all Department of Transportation (DOT) regulations, including permits for moving of extra legal loads.

Inspects and replaces tires as needed.

Performs scheduled preventive maintenance of all County vehicles and equipment.

Makes and repairs snow chains for vehicles.

Repairs snowplow blades.

Performs field repairs of vehicles and equipment as necessary, including during adverse weather/environmental conditions.

Orders and picks up parts and supplies necessary for assigned maintenance and repair work.

Interacts with vehicle/equipment operators to help determine service and repair needs.

Operates hoists and overhead cranes.

Maintains vehicles, shop and equipment in a clean and orderly condition.

Performs all work in compliance with applicable laws and regulations, County and department policies and procedures, and standards of quality and safety.

Maintains accurate and complete work records.

May train new drivers and mechanics as assigned.
EMPLOYMENT STANDARDS

Knowledge of:
Modern principles, practices, equipment, materials and tools used in transporting vehicles, heavy equipment, and construction materials.

Modern principles, practices, equipment, materials and tools used in basic servicing, maintenance and repair of mechanical equipment.

Gasoline and diesel powered engines and their proper operation.

Safety regulations and precautions pertaining to transporting heavy equipment and materials.

Safety regulations and precautions pertaining to vehicle servicing.

Safe and proper use of assigned equipment and tools.

Basic record-keeping techniques, including DOT records and logs.

Basic mathematics.

Ability to:
Learn, understand and apply pertinent rules, regulations, and County policies and procedures.

Understand and follow oral and written instructions.

Read and understand road maps, extra legal load permit requirements, DOT requirements, maintenance and repair manuals and related diagrams.

Safely operate and maintain assigned equipment and tools.

Read and write at a level required for successful job performance.

Maintain accurate work records.

Perform required mathematical computations with accuracy.

Communicate effectively in both oral and written form.

Establish and maintain effective working relationships with those contacted in the course of work.

Train other drivers and mechanics as assigned.

Meet the physical requirements necessary to safely and effectively perform assigned duties.
TYPICAL WORKING CONDITIONS
Work is performed both indoors and outdoors. Incumbent drives and operates equipment on paved and unpaved surfaces to transport vehicles, heavy equipment and construction materials. Works around machinery and equipment; and risks exposure to traffic hazards, electrical currents, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, solvents, grease/oil, skin irritants, toxic or caustic chemicals, vibration. Worker occasionally works past normal office hours to complete assignments.

TYPICAL PHYSICAL REQUIREMENTS
Requires the mobility to perform truck driver and vehicle maintenance duties. Requires the ability to sit and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing driving duties and/or maintenance work; lift and/or move up to 50 pounds frequently and up to 100 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating heavy equipment and shop equipment. Must be able to use a telephone to communicate verbally.

MINIMUM QUALIFICATIONS
Education:
High school diploma or GED equivalent.

Experience:
One year of experience as a class “A” commercial truck driver with one year of experience in the maintenance and repair of automotive and heavy equipment.

Additional Requirements:
Possession of a valid California Class “A” operator’s license with endorsements for driving tank vehicles and double trailer combinations.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation Date: 03/08 (B/S 08-106)