RECOMMENDED ACTION AND JUSTIFICATION:

Approve a reorganization of the Public Works Department effective January 1, 2006 as described on the attached pages.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

At the September 20, 2005 Board of Supervisors meeting, the Public Works Director discussed the proposed reorganization with the Board.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Financial Impact? [X] Yes ( ) No  Current FY Cost: $
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded
Amount in Budget: $
Additional Funding Needed: $
Source:
Internal Transfer
Unanticipated Revenue
Transfer Between Funds
Contingency
( ) General ( ) Other

Annual Recurring Cost: $

List Attachments, number pages consecutively
Exhibit "A"
Budget Action
Job Descriptions

CLERK’S USE ONLY:
Res. No. 55-5
Ord. No. ______
Vote - Ayes: ______ Noes: ______
Absent: ______

( ) Approved
( ) 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: ______
COUNTY of MARIPosa
P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

BOB PICKARD, CHAIR
LEE STETSON, VICE CHAIR
LYLE TURPIN
JANET BIBBY
DIANNE FRITZ

DISTRICT V
DISTRICT I
DISTRICT II
DISTRICT III
DISTRICT IV

MARIPOSA COUNTY BOARD OF SUPERVISORS
MINUTE ORDER

TO: DANA HERTFELDER, Public Works Director
FROM: MARGIE WILLIAMS, Clerk of the Board
SUBJECT: APPROVE A REORGANIZATION OF THE PUBLIC WORKS DEPARTMENT EFFECTIVE JANUARY 1, 2006 RESOLUTION 05-596

THE BOARD OF SUPERVISORS OF MARIPosa COUNTY, CALIFORNIA

ADOPTED THIS Order on December 13, 2005

ACTION AND VOTE:

Approve a Reorganization of the Public Works Department Effective January 1, 2006; Approve Corresponding Budget Actions to Accomplish the Reorganization ($47,964) (4/5ths Vote) (County Administrative Officer)

BOARD ACTION: Discussion was held with Rich Inman, County Administrative Officer, relative to the recommendation. Dana Hertfelder, Public Works Director, provided input relative to the request. Supervisor Turpin asked about the blasting work that is listed in the job description for the Maintenance and Construction Supervisor. Dana advised that they contract for this work, and it was agreed that the reference in the job description would be deleted. Supervisor Bibby asked that the minimum qualifications and experience be defined better in the job descriptions; and Rich Inman agreed with clarifying this in the job descriptions. She asked that there be consistent wording in all of the job descriptions; and Rich Inman agreed. She also advised that she had noted spelling and spacing corrections that she will give to Personnel for correcting in the final documents. Dana noted that, even with the reorganization, they still need to evaluate the impact of taking over the operation of the landfill and the compost facility. (M)Bibby, (S)Turpin, Res. 05-596 was adopted approving the recommended actions, including approval of job descriptions with the suggested changes for the following positions: Public Works Administrator, Administrative Analyst – Public Works, Parks and Recreation Manager, Plant Operator Technician, Maintenance and Construction Supervisor, Senior Civil Engineer, Facilities Maintenance Manager, Maintenance Supervisor – Facilities, and Maintenance Worker III – Facilities/Ayes: Unanimous. Chairman Pickard thanked the County Administrative Officer/Personnel Director for his work on this matter.

Cc: Sandra Laird, Personnel
Mary Hodson, Deputy County Administrative Officer
Dana Hertfelder, Public Works Director
Deborah Isaacs, Assistant Auditor
File
### RECOMMENDED ACTION AND JUSTIFICATION (Page 1 of 2)

<table>
<thead>
<tr>
<th>ADD</th>
<th>RECOMMENDED SALARY RANGE</th>
<th>UNION DESIGNATION</th>
<th>ELIMINATE</th>
<th>SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Works Administrator</td>
<td>326.5</td>
<td>MCMCO</td>
<td>Asst. Director-Support Services</td>
<td>336.5</td>
</tr>
<tr>
<td>Administrative Analyst-Public Works</td>
<td>253.5</td>
<td>MCMCO</td>
<td>Fiscal Officer</td>
<td>273.5</td>
</tr>
<tr>
<td>Parks and Recreation Manager</td>
<td>253.5</td>
<td>MCMCO</td>
<td>Deputy Director, Parks/Rec</td>
<td>259.5</td>
</tr>
<tr>
<td>Plant Operator Technician</td>
<td>242</td>
<td>SEIU</td>
<td></td>
<td>---</td>
</tr>
<tr>
<td>Maintenance/Construction Supv.</td>
<td>208</td>
<td>SEIU (existing)</td>
<td>Maintenance Worker III</td>
<td>184</td>
</tr>
<tr>
<td>Senior Civil Engineer</td>
<td>325.5</td>
<td>MCMCO</td>
<td></td>
<td>---</td>
</tr>
</tbody>
</table>

### SALARY CHANGE

| Fleet Superintendent | 240.5 | Increase salary to... | 253.5 |

### AMENDMENT TO JOB DESCRIPTIONS

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Maintenance Manager</td>
<td>Remove water and wastewater certifications</td>
</tr>
<tr>
<td>Maintenance Supervisor-Facilities</td>
<td>Remove water and wastewater certifications; remove Class &quot;B&quot; driver's license requirement</td>
</tr>
<tr>
<td>Maintenance/Construction Supv.</td>
<td>Add language relative to tree maintenance</td>
</tr>
<tr>
<td>Maintenance Worker III-Facilities</td>
<td>Remove Class &quot;B&quot; driver's license requirement</td>
</tr>
</tbody>
</table>
Reorganizing the Public Works Department as indicated above would provide an overall efficient operation. With the addition of a Public Works Administrator, this position would assist the Director by overseeing the Fiscal and other assigned divisions of the department. The incumbent in this position would focus more on administrative issues and would be responsible for budget development and control. With the addition of an Administrator, it would not be necessary to have a Fiscal Officer, which is a high level fiscal classification. By instead adding an Administrative Analyst allocation, this position would assist the Administrator in preparing and analyzing fiscal reports and programs and assist in the preparation of the departmental budgets.

The Parks and Recreation Manager is a modified version of the Deputy Director, Parks and Recreation. The Deputy Director is the only remaining Deputy Director position in the Public Works Department and it was originally created to supervise maintenance crews as well as to manage County parks. These functions are now the responsibility of the Facilities Division and a Deputy Director as created is no longer necessary. The Parks and Recreation Manager will be responsible for the development and supervision of Parks and Recreation programs and activities and will oversee the use of County facilities.

Monitoring the County’s wastewater treatment facilities and water distribution systems is a full-time function because of the number of facilities that exists within the County. Each of these facilities requires compliance with all federal and state monitoring, sampling and reporting. Although the Facilities Division has attempted to train staff to perform these functions, these attempts have been unsuccessful. The Facilities Maintenance Manager is required to have these certifications, however, the incumbent’s workload does not allow sufficient time to conduct the required functions for these facilities. The Maintenance Supervisor-Facilities is required to have the certification within 18 months of appointment to the position and staff has been unsuccessful in obtaining the certifications. By adding a Plant Operator Tech, a position that will require the appropriate certifications, this will resolve the need to train other staff.

The County’s brushing operation has become a full-time separate function wherein a supervisor is required to oversee a crew and manage the activities involved with this function. Adding another Maintenance and Construction Supervisor allocation and amending the job description slightly to include the brushing operation activity will accommodate this need.

The Senior Civil Engineer classification was eliminated from the allocation schedule by the previous administration. Reinstating this position will provide a career path for the lower level engineering classifications because historically, recruitment efforts in finding qualified Engineers have been either unsuccessful or the candidate pool is greatly limited.

The Fleet Superintendent salary has been adjusted upwardly to bring it into alignment with the Facilities Maintenance Supervisor as these two positions are equivalent relative to the level of responsibility.

The Maintenance Supervisor-Facilities and Maintenance Worker III-Facilities either must have a Class B driver’s license or the ability to obtain a Class B license within six months. This requirement was originally needed for the operation of the snow blower in Yosemite West because of the weight of the vehicle and because it was driven on the highway. This particular equipment is no longer used and the majority of the vehicles driven by staff are pickup trucks and a new, modern snow blower that fall within the weight guidelines for a Class C driver’s license. Removing the Class B driver’s license requirement should find a larger candidate pool that is qualified when filling vacancies for these positions.
# EXHIBIT "A"

## REORGANIZATION OF DEPARTMENT OF PUBLIC WORKS

### CURRENT POSITIONS

<table>
<thead>
<tr>
<th>POSITION</th>
<th>RANGE</th>
<th>SALARY/YF*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Director-Operations</td>
<td>346.5</td>
<td>$77,362</td>
</tr>
<tr>
<td>Assistant Director-Support Services</td>
<td>336.5</td>
<td>$73,566</td>
</tr>
<tr>
<td>Fiscal Officer</td>
<td>273.5</td>
<td>$53,790</td>
</tr>
<tr>
<td>Deputy Director-Parks and Recreation</td>
<td>259.5</td>
<td>$50,112</td>
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<tr>
<td>Fleet Superintendent</td>
<td>240.5</td>
<td>$45,842</td>
</tr>
<tr>
<td>Maintenance Worker III</td>
<td>184.0</td>
<td>$34,464</td>
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</table>

### PROPOSED POSITIONS

<table>
<thead>
<tr>
<th>POSITION</th>
<th>RANGE</th>
<th>SALARY/YR*</th>
<th>SAVINGS/ (COST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Engineer (underfill)</td>
<td>325.5</td>
<td>$69,678</td>
<td>$7,674</td>
</tr>
<tr>
<td>Public Works Administrator</td>
<td>326.5</td>
<td>$70,026</td>
<td>$3,570</td>
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<tr>
<td>Administrative Analyst</td>
<td>253.5</td>
<td>$48,696</td>
<td>$5,004</td>
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<tr>
<td>Parks and Recreation Manager</td>
<td>253.5</td>
<td>$48,696</td>
<td>$1,476</td>
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<tr>
<td>Fleet Superintendent</td>
<td>263.5</td>
<td>$51,180</td>
<td>$(5,538)</td>
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<tr>
<td>Maintenance &amp; Construction Supr.</td>
<td>208.0</td>
<td>$38,976</td>
<td>$(4,512)</td>
</tr>
<tr>
<td>Plant Operator **</td>
<td>242.0</td>
<td>$45,984</td>
<td></td>
</tr>
</tbody>
</table>

- Salary totals: $7,764
- Benefit totals @ 54%: $4,193

**Total Estimated Savings:** $11,957

**Estimated Savings for FY 2005-2006:** $5,978

---

* = Annual salaries are calculated at the top step to show ultimate cost.
** = Cost for Plant Operator paid for by Special Districts.
## BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>0304</td>
<td>583-0103</td>
<td>Public Works Administrator</td>
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<td>2,000</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0304</td>
<td>683-0100</td>
<td>Administrative Analyst</td>
<td></td>
<td>23,660</td>
<td></td>
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<tr>
<td>001</td>
<td>0304</td>
<td>583-0102</td>
<td>Assistant Director</td>
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<td>25,650</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>GENERAL CONTINGENCY</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0104</td>
<td>414-1090</td>
<td>TRANSFER BETWEEN FUNDS</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>TOTAL</td>
<td></td>
<td>25,650</td>
<td>25,650</td>
</tr>
</tbody>
</table>

**ACTION REQUESTED:** (Check all that apply)

( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or appropriating Reserve for Contingencies

( ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit.

**JUSTIFICATION:** To cover salary expense for proposed reorganization.

**DEPT HEAD SIGNATURE**

**DATE**

**APPROVED BY RES NO**

**DATE**

**0304 Public Works Administration**

**AUDITOR'S USE ONLY**

Budget Action Form Revised 11/95
# BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>0301</td>
<td>307-4602</td>
<td>Road Dept. Services</td>
<td></td>
<td>(34,455)</td>
<td></td>
</tr>
<tr>
<td>300</td>
<td>0301</td>
<td>681-0123</td>
<td>Plant Operator</td>
<td></td>
<td>23,200</td>
<td></td>
</tr>
<tr>
<td>300</td>
<td>0301</td>
<td>581-0301</td>
<td>Benefits</td>
<td></td>
<td>11,175</td>
<td></td>
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<tr>
<td>300</td>
<td>0301</td>
<td>581-0146</td>
<td>Maintenance &amp; Constr. Supervisor</td>
<td></td>
<td>19,489</td>
<td></td>
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<tr>
<td>300</td>
<td>0301</td>
<td>581-0161</td>
<td>Maintenance Worker III</td>
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<td>19,489</td>
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<td>001</td>
<td>0104</td>
<td>414-1090</td>
<td>GENERAL CONTINGENCY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| TRANSFER BETWEEN FUNDS | | | | | | |
| TOTAL | 19,489 | 19,489 |

**ACTION REQUESTED:** (Check all that apply)
- [X] Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or appropriating Reserve for Contingencies
- [ ] Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

**JUSTIFICATION:** To cover salary and benefit expense for proposed reorganization.

---

**DEPT HEAD SIGNATURE**

**DATE**

**APPROVED BY RES NO**

**DATE**

**300 Roads**

---

Budget Action Form Revised 11/95
# BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>700</td>
<td>0305</td>
<td>584-0101</td>
<td>Fleet Superintendent</td>
<td></td>
<td>2,825</td>
<td></td>
</tr>
<tr>
<td>700</td>
<td>0305</td>
<td>584-0158</td>
<td>Equipment Mechanic</td>
<td></td>
<td>2,825</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>0104</td>
<td>414-1080</td>
<td>GENERAL CONTINGENCY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TRANSFER BETWEEN FUNDS**

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
</table>

| TOTAL |        |        |                             | 2,825   | 2,825    |          |

**ACTION REQUESTED:** (Check all that apply)

- Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or appropriating Reserve for Contingencies

- Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

**JUSTIFICATION:** To cover salary expense for proposed reorganization.

---

**DEPT HEAD SIGNATURE**

**DATE** 12/02/05

**APPROVED BY RES NOSS S. CLERK**

**DATE** 12/13/05

**700 Fleet Services**

**AUDITOR'S USE ONLY**

**BA#**
PUBLIC WORKS ADMINISTRATOR

DEFINITION
To perform responsible administrative work in planning, organizing, coordinating and directing support services of the Public Works Department including parks, facilities, airport, and solid waste; to perform budget development and control for assigned functions, and to perform related duties and responsibilities as required.

This is a management position collaborating and assisting the Director to accomplish the Department’s mission statement and administratively established goals and objectives.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from the Director of Public Works.

Exercises supervision over professional and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Collaborates with the Director and assists in the planning, organizing and directing activities of assigned divisions of the Public Works Department.

Assists the Director and oversees division managers and supervisors in the selection, training, and evaluation of personnel.

Assists the Director in planning, organizing, and directing the Department in the fiscal and administrative activities of the assigned divisions of the Public Works Department.

Reviews and analyzes policies, procedures, organization, services, finances and other support activities; recommends policy statements and directives for the Director’s approval; prepares comprehensive reports.

Prepares agenda items and makes public presentations to the Board of Supervisors, Planning Commission and several advisory committees administered by the Department.

Prepares and reviews correspondence, reports and other materials.

Prepares, oversees and administers various grant programs related to the public works improvement, rehabilitation and maintenance.

Assist the Director in preparation of department and division budgets.

Supervises the fiscal division of the Public Works Department.
EMPLOYMENT STANDARDS

Knowledge of:
Organizational and management practices as applied to analysis and evaluation of department programs, policies, procedures, organizational structure and operational needs.

Principles of project planning, development, coordination, and direction for operations functions and services.

Principles, practices, equipment, and methods used in public works maintenance, construction, and operations work.

Federal, State, and local laws specifications, rules, and regulations relating to the functions and operations of the department.

General knowledge of principles and practices of management necessary to plan, analyze, develop, evaluate, and direct the diverse and complex activities of major departmental programs including organizing, budgeting, staff development, and supervision.

Principles, practices, methods and techniques of public administration and management.

Principles and practices of supervision and training.

Governmental accounting practices

Basic principles and practices of governmental budget development, preparation, and expenditure control

Operations, plans, policies, procedures, rules and regulations common to local government.

Ability to:
Interpret and apply various state statutes, ordinances, and codes that pertain to public works' functions to ensure that activities are carried out in accordance with the law.

Direct, control, and evaluate a group of subordinates and maintain consistency with program objectives and standards of the department.

Initiate, plan, organize, evaluate, and coordinate work assignments with a minimum of direction and control.

Interpret and apply pertinent laws, rules, and regulations.

Prepare and enforce department procedures relating to personnel, training, budget, and organization.
Evaluate divisional policy and program practices, define problem areas, develop and direct the implementation of policy decisions and practices to improve divisional operations.

Research, analyze, and evaluate fiscal/accounting operations, procedures, and practices; make recommendations to strengthen fiscal/accounting operations.

Understand and interpret to others the aims, concepts, principles, and practices of public works administration.

Communicate and interpret with personnel at all organizational levels.

Instruct, persuade, negotiate, and motivate individuals with diverse backgrounds and business interests.

**TYPICAL WORKING CONDITIONS**
Work is performed indoors and in a field environment.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to work indoors and in a field environment. Requires the ability to walk, stand, climb, balance, bend, squat, crawl, twist and reach while performing duties; must be able to maintain effective audio-visual discrimination and perception needed for making observations and communicating with others.

**MINIMUM QUALIFICATIONS**

**Experience:**
Four years of increasingly responsible experience in a managerial, administrative, or staff capacity performing administrative tasks including budget preparation, oversight responsibility, and staff supervision.

**Education:**
A bachelor’s degree from an accredited college or university with course work in business, finance, economics, public administration, or a closely related field is required. A Master’s Degree in business or public administration is highly desirable.

**Additional Requirements:**
Possession of a valid California driver’s license.

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.
ADMINISTRATIVE ANALYST – PUBLIC WORKS

The Administrative Analyst series is designed to perform a full range and a wide variety of administrative support service duties in a staff capacity in the assigned department. Specific duties of individual positions vary considerably, and analytical, budgetary, and fiscal duties may be a major or minor part of individual jobs depending on location and assignment. Incumbents will be required to become knowledgeable in the area assigned in order to provide administrative support.

DEFINITION
Performs professional work in developing, monitoring and managing the budgets of the Public Works Department. Provides administrative support in developing, implementing and maintaining fiscal policies and procedures; provides direct supervision over fiscal staff; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Public Works Administrator, Public Works Director or Assistant Public Works Director.

Exercises supervision over fiscal division staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Develops, monitors and manages the budgets of the Public Works Department including operational budgets, capital improvement budgets, special district budgets, special revenue budgets and others.

Provides monthly budget reports to division managers and assists the managers in overseeing their budgets.

Works with division managers to ensure that purchasing procedures are understood and followed.

Selects, supervises and evaluates the performance of fiscal division personnel; provides for staff training and development opportunities; implements disciplinary and termination processes as necessary.

Provides financial and other reports to the Director and Administrator as requested.

Assists in the development, implementation and maintenance of fiscal policies and procedures to ensure proper internal control and to comply with all pertinent Federal, State and County regulations.

Analyzes, develops and sets rates to be charged for services provided to Special Districts and the Airport, such as water, sewer, road maintenance, trash collection and hanger rental fees.
Works with State and Federal agencies including the USDA Rural Development to obtain funding for capital improvement projects; prepares reports as needed by these agencies.

Monitors accounts payable invoices and cash receipts to ensure that they are charged to the proper accounts; approves invoices for payment by the Auditor’s office.

Prepares draft agenda items for Board of Supervisors meetings.

Communicates and confers with the Auditor’s office to facilitate timely payment of claims, and to resolve any discrepancies between their financial records and ours.

Provides reports and other documentation to auditors from State and Federal agencies to show that any funds provided to the County were spent in accordance with their requirements; provides information to the County’s outside auditing firm as needed.

Performs general administrative work including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, ordering supplies and equipment, copying and filing documents, entering and retrieving computer data, answering the telephone, and other duties as required.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
Applicable Federal, State and County laws, ordinances, rules, regulations and policies.

Budget preparation practices.

Principles of supervision, training, and performance evaluation.

Governmental accounting practices.

English usage, spelling, grammar and punctuation.

Business arithmetic and statistical methods.

Principles and practices of internal controls for financial accountability.

Modern office practices and technology.

**Ability to:**
Use computers effectively for word and data processing and records management.

Perform required mathematical computations with accuracy.

Interpret, analyze and apply pertinent federal, state and local laws, rules and regulations.
Employ creativity, objectivity and confidentiality in resolving problems and conflicts.

Exercise sound, independent judgement within general policy guidelines.

Prepare clear, concise and competent reports, correspondence and other written materials.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, and determine consequences of proposed actions and implement recommendations in support of goals.

Communicate effectively orally and in writing.

Prepare and administer budgets.

Exercise tact and diplomacy in difficult, sensitive or controversial situations.

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

**TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Education:**

Graduation from an accredited college or university with a Bachelor’s degree in accounting, business, public administration, economics or a closely related field.

**Experience:**

Three years of progressively responsible experience in accounting, budgeting and related financial duties

**Substitution:** Additional qualifying experience may be substituted for the college education on a year-for-year basis.
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: 12/05 (B/S Res. 05-596)
PARKS AND RECREATION MANAGER

DEFINITION
To plan, organize and manage the activities and operations of the Parks and Recreation Division of the Mariposa County Public Works Department; to direct the acquisition and development of parks and recreational areas and facilities; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from the Director of Public Works or designee.

Exercises supervision over the Recreation Program Coordinator, Senior Recreation Leaders, and seasonal workers.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans, organizes, and supervises all programs and activities of the Parks and Recreation Division of the Department of Public Works.

Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the division.

Ensures division compliance with all County policies and procedures, standards of quality and safety, and all applicable locals, state and federal laws and regulations.

Establishes, within County policy, appropriate staffing level and allocates resources accordingly in conjunction with professional and managerial staff.

Trains, supervises and evaluates the performance of subordinate staff; recommends disciplinary processes as necessary.

Assists in preparing and administering the division’s annual budget; monitors expenditures and revenue intake; reviews annual division program fees; researches, prepares and administers grants for program funding at the direction of the department head.

Conducts or directs analytical studies on recreational needs and programming; develops and reviews reports of findings, alternatives and recommendations for the maintenance and improvement of services.

Oversees the planning, implementation and promotion of all division programs and projects.

Personally performs professional-level work in recreation programming as necessary, including planning and staffing community activities and events.
Assists with planning and directing the development of grounds, buildings and facilities for parks and recreational purposes; assists in planning and coordinating maintenance and construction work.

Develops and implements public awareness and public relations efforts of the division; prepares news releases; receives and responds to inquiries, concerns and complaints regarding division programs, activities and personnel.

Provides professional assistance to members of County departments and committees on recreational programs and related matters; assists with coordinating division activities and services with other departments, agencies and organizations as appropriate.

Provides support in developing partnership agreements with other agencies and organizations as appropriate to enhance division services, programs and projects.

Provides staff support to the Parks and Recreation Commission.

Monitors legislation and trends in recreation administration operations.

Takes appropriate steps to ensure the safety of all citizens that use County recreational facilities and properties, attend special events and take part in any activity offered by the division.

Conducts site visits to monitor grounds and facilities for safety, hazard conditions and routine maintenance needs; evaluates risk exposure for division activities; investigates and reports on accidents and incidents.

Directs the procurement of supplies and equipment.

Prepares and submits agenda items, project proposals, and reports on division programs and activities to the Director of Public Works.

Performs general administrative/clerical work as required, including preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, answering the telephone, etc.

**Employment Standards**

**Knowledge of:**

Pertinent federal, state and local laws, regulations, codes and ordinances.

Principles of supervision, training and performance evaluation.

Principles and practices of budget preparation and administration.

Record-keeping and report preparation methods.
Basic grant administration practices.

Principles and practices of public relations and media relations.

Principles and objectives of organized recreation programs.

Species and characteristics of trees and plants, and their maintenance needs.

Building maintenance practices.

Methods, equipment, material and tools used in the maintenance and beautification of parks, parkways and other public places.

Research methods and sources of information related to parks maintenance and administration operations.

Modern office practices and technology, including the use of computers for data and word processing.

English usage, spelling, grammar and punctuation.

Basic mathematics.

Safe work practices.

**Ability to:**
Understand, interpret, and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances.

Implement and interpret goals, objectives, policies, procedures and work standards.

Exercise sound, independent judgment with general policy guidelines.

Select, supervise, train and evaluate staff.

Determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Generate and maintain adequate revenue sources; administer grant programs.

Prepare and administer budgets.
Organize and direct the management of County parks, recreational facilities and related programs.

Assist with evaluating the suitability of projects to specific sites and surrounding areas.

Ensure the safe operation and maintenance of County parks and recreational facilities.

Oversee the proper maintenance and care of County landscapes.

Interpret division projects and programs to the public.

Perform mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

Represent the County effectively in meetings with others and make presentations to various groups.

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

**TYPICAL WORKING CONDITIONS**
Work is performed in an office and field environment. Incumbent travels to various work sites throughout the County, which requires exposure to traffic and construction hazards, machinery hazards, herbicides/pesticides, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, solvents, grease/oil, toxic or caustic chemicals. Worker frequently works past normal office hours for meeting and other events.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to work in an office and field environment. Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl, and reach while performing office duties and/or field work; lift and/or move up to 50 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 office and field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**
Three years of increasingly responsible park service and/or maintenance experience involving contact with the public, with at least two years in a lead supervisory or supervisory experience in parks and recreation.
**Education:**
Graduation from an accredited college or university with course work in recreation, park or public administration, education, or closely related courses.

**Substitution:**
Additional qualifying experience may be substituted for the college education on a year-for-year basis.

**Additional Requirements:**
Possession of a valid California driver’s license.

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: 12/05 (B/S Res. 05-596)
PLANT OPERATOR TECHNICIAN

DEFINITION
To plan, coordinate, and participate in the safe and sanitary maintenance and operation of County special districts facilities, including water and wastewater systems; to ensure State and County compliance with related laws, regulations and standards; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from the Public Works Administrator or the Public Works Director.

EXAMPLES OF ESSENTIAL FUNCTIONS
Monitors the various instruments and general mechanical equipment involved in the operation of a water and wastewater treatment plant; takes appropriate action to remedy adverse situations.

Take readings of gauges and temperatures and record readings.

Read meters and gauges and regulate the flow of water and wastewater.

Test the treatment process for dissolved oxygen levels, pH and temperature.

Performs engineering calculations such as determine chemical dosage requirements and pump sizing.

Inspect plant facilities and related areas to ensure proper appearance and to determine maintenance, improvement and repair needs.

Provides advice and recommendations to supervisor regarding facilities; provides technical guidance and direction to employees in maintenance work methods, materials, standards and operations.

Keeps logs and records of water samples and machinery operation.

Ensures adherence to all health and safety standards.

Receives and responds to inquiries, requests for assistance, concerns and complaints regarding plant policies, programs and projects.

EMPLOYMENT STANDARDS
Knowledge of:
Pertinent federal, state and local laws, regulations, codes and ordinances.

County and department policies and procedures.
Methodology, materials, tools and equipment used to monitor and maintain water distribution systems and wastewater collection and treatment facilities.

Operation and maintenance of water distribution systems and wastewater treatment and collection systems.

Monitoring of water and wastewater facilities.

Principles and practices of preventive maintenance.

Record-keeping and report preparation methods.

English usage, spelling, grammar and punctuation.

Business mathematics

Safe work practices.

**Ability to:**
Design, prepare, read and interpret plans, sketches and diagrams; read and understand engineering plans, specifications and blueprints, with assistance from engineering division staff.

Understand, interpret and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.

Understand and follow oral and written instructions independently.

Operate and maintain water and wastewater systems and treatment plant equipment.

Maintain accurate logs and records.

Perform required mathematical computations with accuracy.

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

Represent the County effectively in meetings with others.

Meet the physical requirements necessary to safely and effectively perform assigned duties.

**TYPICAL WORKING CONDITIONS**
Work is performed both indoors and outdoors. Incumbent travels to various work sites throughout the County to inspect and monitor water and wastewater, which requires exposure to traffic and construction hazards, machinery hazards, electrical currents, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors,
solvents, grease/oil, toxic or caustic chemicals, vibration. Worker occasionally works past normal office hours for meetings and other events.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to perform facilities maintenance duties. Requires the ability to sit and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office 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 office and field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Education:**
High school or GED equivalency is required.

**Experience:**
Three years of responsible experience in facilities maintenance or a related field, at least one year of which includes wastewater collection and wastewater treatment.

**Additional Requirements:**
Possession of a Grade I Water Distribution and a Grade I Wastewater Treatment certification.

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.
DEFINITION
To coordinate, supervise and participate in the work of crews engaged in the construction, maintenance and repair of County roads, culverts and related structures in assigned geographical area; may supervise a brushing crew engaged in the maintenance, care, removal of trees along roadways and right-of-ways; to order and maintain adequate inventory of parts, materials and supplies; to maintain accurate logs, records and reports; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Road Superintendent, Assistant Director of Public Works – Operations, and Public Works Director.

Exercises direct supervision over subordinate maintenance workers.

EXAMPLES OF ESSENTIAL FUNCTIONS
Coordinates, supervises and participates in the construction, maintenance and repair of roads and related structures.

Trains, supervises and evaluates the performance of assigned personnel; recommends and implements disciplinary processes as necessary.

Conducts safety meetings; trains maintenance and construction staff in the proper use of heavy equipment and related tools.

Interprets and ensures subordinates’ compliance with all applicable laws and regulations, County and department policies and procedures, and standards of quality and safety.

Receives, reviews, schedules and delegates work assignments, and ensures completion of tasks in a timely manner.

Inspects job sites; plans for proper traffic control at work sites; ensures necessary equipment is serviced and moved to sites; posts signs and blasts rock if necessary; marks rights-of-way on construction sites.

Prepares field estimates of road materials and supplies needed for construction and repair projects.

Supervises and performs a variety of road construction, maintenance and repair work, including but not limited to grading dirt and graveled roads, widening turns, widening shoulders, repairing bridges, filling ditches, reconstructing small stretches of roads, building forms, patching holes and filling cracks, repairing guard rails, cattle guards and fences, etc.
Supervises and performs concrete work in the construction of culverts and related structures.

Inspects roads, pipes and culverts during adverse weather conditions; cleans/unplugs culverts and diverts storm water flow as needed; clears brush, debris, rocks, trees from roads, and repairs washouts.

May oversee, direct the work of subordinate staff, and take part in the trimming, felling, and removal of trees.

Assists in coordinating and participates in snow removal and road sanding operations.

Removes animal carcasses along County roadways.

Responds to emergency situations with appropriate equipment and manpower.

Operates and performs minor maintenance on a variety of light and heavy equipment, including motor graders, loaders, back hoes, bulldozers, compactors, rollers, snow plows, power brooms, trucks and pick-up trucks; conducts periodic equipment safety checks.

Maintains a variety of logs, records and reports related to assigned projects.

Assists in coordinating division activities with those of other divisions, departments and agencies as appropriate.

Contacts utility companies, business and property owners, and others affected by road construction work.

Receives and responds to inquiries, requests for assistance, concerns and complaints in areas of responsibility.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Pertinent federal, state and local laws, regulations, codes and ordinances.
- County and department policies and procedures.
- Principles of supervision, training and performance evaluation.
- Road construction and maintenance methods, materials, tools and equipment.
- Safe use and maintenance of construction and maintenance tools and equipment, including heavy construction vehicles.
- Record-keeping and report preparation procedures.
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English usage, spelling, grammar and punctuation.

Basic mathematics including fractions and percentages.

Safe work practices.

Ability to:
Understand, interpret and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.

Understand and follow oral and written instructions independently.

Train, supervise, inspect and evaluate the work of subordinate staff.

Determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits.

Read and understand construction plans and slope stakes.

Operate department vehicles, equipment and tools with skill and in a safe manner.

Perform minor maintenance, repair and adjustment of assigned equipment.

Perform heavy manual work.

Quickly diagnose maintenance problems and implement corrective action.

Maintain accurate records and prepare reports in a timely manner.

Perform required mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

Interpret division projects and programs to the public.

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

Meet the physical requirements necessary to safely and effectively perform assigned duties.

TYPICAL WORKING CONDITIONS
Work is performed in an office and field environment. Incumbent drives on surface streets, traverses uneven terrain on foot, and may be exposed to traffic and construction hazards, fire hazards, machinery hazards, electrical currents, adverse weather conditions, temperature and
noise extremes, wetness, humidity, heights, fumes, dusts, air contaminants, odors, solvents, grease/oil, toxic or caustic chemicals, vibration.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; lift and/or move up to 25 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 office and field equipment. Must be able to use a telephone to communicate verbally.

**MINIMUM QUALIFICATIONS**

**Experience:**
Four years of experience in the maintenance and construction of roads, at least one year of which was in a lead capacity.

**Education:**
High school diploma or GED equivalent.

**Additional Requirements:**
Possession of a valid California Class “A” driver’s license.

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: 12/04 (B/S 04-545, 546)
Revision Date: 12/05 (B/S 05-596)
SENIOR CIVIL ENGINEER

DEFINITION
To perform advanced journey-level field and office professional civil engineering work in a wide variety of public works projects; to perform traffic engineering and transportation planning work; and to supervise the engineering positions within the Public Works Department and work performed by independent contractors. Incumbents in this position use considerable discretion and independent judgment in prioritizing, planning, directing, and coordinating engineering division projects. This class performs a variety of departmental administrative functions and is responsible for reviewing and training assigned staff and providing advanced technical engineering assistance.

This classification is the advanced journey level of the professional engineering series. Employees in this class must be registered and exercise considerable independent judgment and application of thorough knowledge of the principles and techniques of civil engineering to perform work of the highest complexity; they have a significant amount of responsibility for program administration and formulation of policies and procedures involving public works engineering projects.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Director of Public Works.

Exercises direct supervision over lower level Engineers and Engineering Technicians.

EXAMPLES OF ESSENTIAL FUNCTIONS
Performs complex field and office professional civil engineering related to the design, construction and maintenance of County public works projects.

Prioritizes the work of assigned staff.

Directs and monitors design work, environmental reviews, construction inspection, and field surveying.

Conducts performance reviews, and recommends training.

Ensures that work is in compliance with local, state, and federal requirements.

Prepares feasibility reports, facility plans, and other detailed reports and plans.

May apply for state and federal funding for public works projects.

May set up, administer and maintain the Disadvantaged Business Program as required for state and federal funding.

Works with contractors, consultants and the general public to coordinate projects and services.

Investigates and responds to complaints and inquiries.
Prepares and reviews detailed cost estimates.

Assists in the preparation of budgets and the development of policies and procedures.

Confers with management and other county staff regarding engineering issues and makes recommendations.

Represents the department at technical meetings and before the Board of Supervisors; makes other public presentations as required.

Performs other related duties as assigned.

**EMPLOYMENT STANDARDS**

*Knowledge of:*
principles, practices, and design techniques used in civil engineering.
topographic and construction surveying.
local, state and federal laws, codes and regulations related to civil engineering.
common methods of use of equipment and material in construction and maintenance projects.
project administration, service agreements, and contract law.
hazards and safety measures relating to public works projects and facilities.
state and federal funding for public works projects, budget preparation and administration.
personnel supervision, management, and staff development.
environmental review procedures.

*Ability to:*
efficiently perform complex and technical engineering.
learn and utilize engineering computer software.
operate a PC and other general office equipment.
effectively direct, supervise, and develop assigned staff.
communicate clearly and concisely, orally and in writing, at both a technical and general level.
make effective presentations before public bodies.
apply principles of logic and scientific reasoning to develop and evaluate alternatives.
establish priorities and meet deadlines.

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

**TYPICAL WORKING CONDITIONS**
Work is performed in an office and field environment. Incumbent drives on surface streets and
may be exposed to traffic hazards, construction hazards, air contaminants, adverse weather
conditions, temperature and noise extremes, wetness, fumes and dust. Worker may be subject to
unusual fatigue from irregular working hours.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to work in an office and field environment. Requires the ability to sit at desk
for long periods of time and intermittently walk, stand, climb, balance, bend, crouch, and reach
while performing office duties and/or field work; traverse uneven terrain; lift and/or move light to
moderately heavy weights; perform simple grasping and fine manipulation. Must be able to
maintain effective audio-visual discrimination and perception needed for making observations,
communicating with others, reading and writing, and operating office and specialized field
equipment. Must be able to use a telephone to communicate verbally and a keyboard to
communicate through written means, to review information and enter/retrieve data, to see and read
characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**
Five years of increasingly responsible experience in public works-related civil engineering projects.
This experience must include at least two years experience involving personnel supervision and
budget administration and one year as a registered civil engineer.

**Education:**
A Bachelor's degree from an accredited college or university in civil engineering or a closely-related
engineering discipline.

**Additional Requirements:**
Possession of a valid California Drivers License and a valid California Certificate of Registration as
a Civil Engineer or a valid registration as a Civil Engineer in another state and the ability to obtain
registration in California within one year.

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: 12/05 (B/S Res. 05-596)
FACILITIES MAINTENANCE MANAGER

DEFINITION
To plan, coordinate, supervise and participate in the safe and sanitary construction, maintenance and operation of County buildings, grounds, parks and special districts facilities, including water and wastewater systems; to ensure County compliance with related laws, regulations and standards; to supervise and evaluate the work of subordinate personnel; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from the Assistant Director of Public Works – Support Services or Public Works Director.

Exercises direct supervision over Facilities Maintenance Foreman and Supervising Custodian.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans, coordinates, supervises and participates in the safe and sanitary construction, maintenance and operation of County buildings, grounds, parks and special districts facilities, including water and wastewater systems.

Assists in the preparation of the annual budget for the division; implements budget control policies and procedures, and assists in the establishment of a fee structure for services provided by the division.

Trains, supervises, motivates and evaluates the performance of division personnel; implements disciplinary processes as necessary.

Interprets and ensures subordinates compliance with all applicable laws and regulations, County and department policies and procedures, and standards of quality and safety.

Reviews and evaluates reports of subordinates for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

Oversees the construction, maintenance, cleaning and operation of County buildings, grounds and parks facilities.

Provides advice and recommendations to supervisor and other County personnel regarding facilities and grounds maintenance and development programs; provides technical guidance and direction to employees in maintenance work methods, materials, standards and operations.

Develops and implements preventive maintenance policies and schedules.

Inspects County grounds, buildings, facilities and related areas to ensure proper appearance and to determine maintenance, improvement and repair needs.

Receives, reviews, schedules and assigns work orders, and ensures completion of work orders in a timely manner.
Oversees the water and wastewater collection, treatment and distribution systems; oversees system monitoring and compliance; reviews laboratory reports and takes action as needed to maintain water/wastewater standards.

Designs and directs construction and repairs of several small sewage collection/disposal and water distribution systems.

Oversees road maintenance and snow removal operations with assistance from the Road Division for assigned special districts.

Conducts safety inspections, and ensures adherence to all health and safety standards.

Participates in the solicitation, selection, contracting and management of various outside contractors for consultation, design and construction services related to division programs and projects.

Prepares plans and specifications, with assistance from Engineering Division staff, for construction or replacement of the various facilities maintained by the division, and participates in bidding and procurement processes.

Works with other department divisions as appropriate to prepare complex and/or technical reports and analyses for presentation to commissions, committees, regulatory agencies or boards as required.

Maintains a variety of detailed administrative, maintenance, safety and operational records.

Supervises the operation and maintenance of tools, vehicles, and light and heavy construction and maintenance equipment assigned to the division; operates equipment as needed to assist staff in completing projects.

Coordinates division activities with those of other divisions, departments and agencies as appropriate.

Receives and responds to inquiries, requests for assistance, concerns and complaints regarding division policies, programs and projects.

Attends civic and other community meetings and events to explain and promote the activities and functions of the division and to establish favorable public relations; gives public speaking presentations as requested.

Performs general administrative/clerical work as required, including preparing reports and correspondence, conducting and attending meetings, copying and filing documents, compiling data for reports, entering and retrieving computer data, answering the telephone, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Pertinent federal, state and local laws, regulations, codes and ordinances.

County and department policies and procedures.
Organizational and management practices as applied to the administration and evaluation of programs, policies and operational needs.

Basic building maintenance methods and procedures, including electrical, carpentry, mechanical, painting, plumbing and custodial work.

Modern operating principles, methods and materials used in water distribution systems, wastewater collection systems and treatment plants, recreational and pool facilities.

Maintenance, adjustment and repair of water distribution and treatment equipment, wastewater collection and treatment equipment, building systems and recreational facilities.

Proper grounds maintenance and landscaping methods, procedures and techniques.

Principles and practices of preventive maintenance.

Road maintenance methods and procedures.

Safe use and maintenance of building maintenance, grounds maintenance, landscaping and groundskeeping materials, tools and equipment.

Principles of management, supervision, training and performance evaluation.

Budget preparation and administration practices.

Methods of letter writing and report preparation.

Modern office practices and technology, including the use of computers for word processing and records management.

English usage, spelling, grammar and punctuation.

Business mathematics.

Safe work practices.

**Ability to:**

Understand, interpret and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.

Understand and follow oral and written instructions independently.

Train, supervise, inspect and evaluate the work of subordinate staff.

Determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits.
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Oversee and maintain water and wastewater systems and treatment plant equipment.

Operate and maintain department vehicles, equipment and tools with skill and in a safe manner.

Design, prepare, read and interpret landscaping plans, sketches and diagrams; read and understand building plans, specifications and blueprints.

Quickly diagnose maintenance problems and implement corrective action.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Prepare, maintain, analyze and present accurate logs, charts, records and technical reports.

Prepare and administer budgets.

Perform required mathematical computations quickly and with accuracy.

Communicate clearly and concisely, both orally and in writing.

Represent the County effectively in meetings with others.

Interpret division projects and programs to the public.

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

Meet the physical requirements necessary to safely and effectively perform assigned duties.

**TYPICAL WORKING CONDITIONS**

Work is performed both indoors and outdoors. Incumbent travels to various work sites throughout the County to inspect work and supervise crews, which requires exposure to traffic and construction hazards, machinery hazards, herbicides/pesticides, electrical currents, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, solvents, grease/oil, toxic or caustic chemicals, vibration. Worker occasionally works past normal office hours for meetings and other events.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to perform building and grounds maintenance duties. Requires the ability to sit and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office 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 office and field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.
MINIMUM QUALIFICATIONS

Experience:
Four years of responsible experience in facilities maintenance, at least two years of which must have been at a supervisory level.

Education:
High school or GED equivalency is required. Completion of twenty four (24) semester units from an accredited college or university in business, engineering, facilities management or a closely related field.

Substitution:
Additional qualifying experience may be substituted for the college level work on a year-for-year basis to a maximum of two years. No substitution is allowed for the supervisory experience.

Additional Requirements:
Possession of a valid California driver’s license.

Must possess or be able to obtain Pool Operator certification within 18 months of employment.

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.
MAINTENANCE SUPERVISOR - FACILITIES

DEFINITION
To plan, coordinate and supervise the work of Facilities Maintenance staff and to perform a variety of skilled tasks in the construction, maintenance and repair of County facilities and grounds; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Facilities Maintenance Manager and Public Works Director.

Exercises direct supervision over facilities maintenance workers.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans, coordinates, supervises and participates in the construction, maintenance and repair of County facilities and grounds.

Assists in the development and implementation of goals, objectives, policies and procedures for the Facilities Maintenance Division.

Trains, supervises and evaluates the performance of maintenance staff, seasonal workers and others; recommends and implements disciplinary processes as necessary.

Interprets and ensures subordinates’ compliance with all applicable laws and regulations, County and department policies and procedures, and standards of quality and safety.

Inspects County grounds, buildings, facilities and related areas to ensure proper appearance and to determine maintenance, improvement and repair needs.

Coordinates with Facilities Maintenance Manager to develop routine as well as mid- and long-range work schedules.

Supervises and participates in a variety of skilled and semi-skilled maintenance and construction work, including but not limited to building and repairing walls and fences, building and repairing roofs, performing concrete work, installing/maintaining/repairing mechanical, plumbing and electrical equipment and systems, maintaining swimming pools and related equipment, maintaining and repairing water/wastewater system equipment and systems, painting various surfaces, etc.

Supervises and participates in a variety of groundskeeping work, including but not limited to mowing turf, installing landscape plants and materials, pruning and trimming shrubs and trees, applying herbicides and pesticides, installing and maintaining irrigation equipment, cleaning and maintaining parking lots, removing trash and debris from grounds, etc.

Inspects the work of subordinates to verify quality and completion of tasks.
Operates and performs minor maintenance on a variety of light and heavy equipment, including snow removal equipment, mowers, tractors, pick up trucks and other power-driven equipment; uses welding tools and a variety of other hand and power tools.

Oversees the inventory of parts, tools and equipment to support efficient operations; orders inventory as needed.

Conducts safety meetings; trains staff in the proper use of tools and equipment.

Collects and maintains data related to various aspects of facilities operations and maintenance; prepares related reports.

Assists in coordinating division activities with those of other divisions, departments and agencies as appropriate.

receives and responds to inquiries, requests for assistance, concerns and complaints regarding division policies, programs and projects.

Performs clerical work as required, including preparing reports and records, copying and filing documents, entering and retrieving computer data, answering the telephone, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Pertinent federal, state and local laws, regulations, codes and ordinances.
- County and department policies and procedures.
- Basic building maintenance methods and procedures, including electrical, carpentry, mechanical, painting, plumbing and custodial work.
- Operations and maintenance requirements for water distribution systems, wastewater collection systems and treatment plants, recreational and pool facilities.
- Proper grounds maintenance and landscaping methods, procedures and techniques.
- Principles and practices of preventive maintenance.
- Safe use and maintenance of building maintenance, grounds maintenance, landscaping and groundskeeping materials, tools and equipment.
- Principles of supervision, training and performance evaluation.
- Record-keeping and report preparation methods.
- Basic mathematics including fractions and percentages.
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State work practices.

**Ability to:**
Understand, interpret and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.

Understand and follow oral and written instructions with minimal supervision.

Train, supervise, inspect and evaluate the work of subordinate staff.

Maintain and repair electrical, plumbing, mechanical and irrigation systems, swimming pools, water and wastewater equipment and systems.

Perform skilled welding, carpentry and painting work.

Read blue prints and apply information to locate water and sewer hook-ups, main lines and derive mechanical, electrical and structural information.

Skillfully and safely operate trucks, power-driven equipment and tools.

Maintain and perform minor repair of equipment used in building and grounds maintenance work.

Compile data and prepare records and reports.

Perform required mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

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

Meet the physical requirements necessary to safely and effectively perform assigned duties.

**TYPICAL WORKING CONDITIONS**
Work is performed both indoors and outdoors. Incumbent travels to various work sites throughout the County to inspect work and supervise crews, which requires exposure to traffic and construction hazards, machinery hazards, herbicides/pesticides, electrical currents, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, solvents, grease/oil, toxic or caustic chemicals, vibration. Worker occasionally works past normal office hours to complete assignments.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to perform building and grounds maintenance duties. Requires the ability to sit and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while
performing office 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 office and field equipment. Must be able to use a telephone to communicate verbally.

MINIMUM QUALIFICATIONS

Experience:
Two years of experience equivalent to the class of Maintenance Worker III-Facilities in Mariposa County.

Education:
High school diploma or GED equivalent.

Additional Requirements:
Possession of a valid California Class C driver’s license.

Possession of Pool Operator certification.

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.
MAINTENANCE WORKER III - FACILITIES

DEFINITION
To perform a variety of skilled and semi-skilled tasks in the construction, installation, maintenance and repair of County facilities, buildings and grounds; to operate light and heavy power-driven equipment; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Maintenance Supervisor – Facilities and Public Works Director.

Exercises lead direction over Maintenance Workers I and II – Facilities.

EXAMPLES OF ESSENTIAL FUNCTIONS
Inspects County grounds, buildings, facilities and related areas to help determine maintenance, improvement and repair needs.

Performs a variety of skilled and semi-skilled maintenance and construction work, including but not limited to building and repairing walls and fences, building and repairing roofs, performing interior carpentry work, installing / maintaining / repairing mechanical, plumbing, electrical and HVAC equipment and systems, maintaining swimming pools and related equipment, maintaining and repairing water / wastewater system equipment and systems, painting various surfaces, etc.

Performs moderately complex reinforced concrete work in the preparation of slabs, footings and walls, except where special engineering is involved.

Performs a variety of groundskeeping work, including but not limited to mowing turf, installing landscape plants and materials, pruning and trimming shrubs and trees, installing and maintaining irrigation equipment, cleaning and maintaining parking lots, removing trash and debris from grounds, etc.

Sprays herbicides for control of exterior weeds and brush, and pesticides in interiors and exteriors of facilities for a variety of insect pests as required, using appropriate types of chemicals.

Repairs roads, parking lots and other paved surfaces; assists with snow removal operations.

May monitor water / wastewater treatment plant operations, including maintaining various daily logs and records, collecting water / wastewater samples and performing routine tests, adjusting chemical levels to ensure water quality, troubleshooting and resolving problems with equipment and systems, coordinating repair work with outside service providers as necessary, etc.
Operates and performs minor maintenance on a variety of light and heavy equipment, including snow removal equipment, mowers, tractors, back hoes, pick up trucks and other power-driven equipment; uses welding tools and a variety of other hand and power tools.

Maintains assigned equipment in clean, safe operating condition; prepares related records.

Performs general custodial duties as required.

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

Provides lead direction of lower-level maintenance personnel as assigned; offers training and assistance as needed.

Assists in maintaining supply inventory.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Pertinent federal, state and local laws, regulations, codes and ordinances.

County and department policies and procedures.

Basic building maintenance methods and procedures, including electrical, carpentry, mechanical, painting, plumbing, HVAC and custodial work.

Operations and maintenance requirements for water distribution systems, wastewater collection systems and treatment plants, recreational and pool facilities.

Proper grounds maintenance and landscaping methods, procedures and techniques.

Safe use and maintenance of building maintenance, grounds maintenance, landscaping and groundskeeping materials, tools and equipment.

Principles of training and leadership.

Record-keeping and report preparation methods.

Basic mathematics.

Safe work practices.

**Ability to:**

Understand and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.
Understand and follow oral and written instructions.

Provide effective training and leadership as assigned.

Maintain and repair electrical, plumbing, HVAC, mechanical and irrigation systems, swimming pools, water and wastewater equipment and systems.

Perform skilled welding, carpentry and painting work.

Perform heavy manual work.

Read and interpret blue prints and other technical drawings.

Skillfully and safely operate trucks, power-driven equipment and tools.

Maintain and perform minor repair of equipment used in building and grounds maintenance work.

Maintain accurate logs and 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.

Meet the physical requirements necessary to safely and effectively perform assigned duties.

TYPICAL WORKING CONDITIONS
Work is performed both indoors and outdoors. Incumbent travels to various work sites throughout the County to perform maintenance duties, which requires exposure to traffic and construction hazards, machinery hazards, herbicides/pesticides, electrical currents, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, solvents, grease/oil, toxic or caustic chemicals, vibration. Worker occasionally works past normal office hours to complete assignments.

TYPICAL PHYSICAL REQUIREMENTS
Requires the mobility to perform building and grounds maintenance duties. Requires the ability to sit and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing 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 maintenance equipment. Must be able to use a telephone to communicate verbally.
MINIMUM QUALIFICATIONS

Experience:
Three years of construction, and building and grounds maintenance, at least two years of which shall have been equivalent to the Maintenance Worker II – Facilities in Mariposa County.

Education:
High school diploma or GED equivalent.

Additional Requirements:
Possession of a valid California Class C driver’s license.

Depending on the assignment, some positions may require possession of one or more of the following:

- Pool Operator Certificate.
- Qualified Applicator’s Certification for herbicides and pesticides.

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.