RECOMMENDED ACTION AND JUSTIFICATION:

Approve the job descriptions for a Maintenance Worker Trainee-Roads classification and an Equipment Mechanic Trainee classification as extra-help only positions and set the hourly wage for both classifications at minimum wage. The current minimum wage rate is $6.75/hour. The department finds that there is a need for this level of assistance to perform the very basic and routine job duties. This will allow the incumbents in the related upper level classifications more time to perform the higher level duties of their respective positions.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has the authority to create new classifications, revise, or abolish existing classes.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Amend the job descriptions and/or the hourly wage as the Board desires and approve this action.
- Do not approve this action as proposed; a negative action will result in continued use of an upper level worker to perform such duties as flagging in road construction zones.

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Financial Impact? ( ) Yes ( ) No
Current FY Cost: $
Annual Recurring 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

List Attachments, number pages consecutively:
Equipment Mechanic Trainee job description
Maintenance Worker Trainee-Roads job description

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CLERK'S USE ONLY:
Res. No.: 25-200
Ord. No. ______
Vote – Ayes: 5
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: ___/___/___

DATE: 6/21/05
AGENDA ITEM NO. CA-4

DEPARTMENT: Personnel
BY: Rich Inman
PHONE: 966-3222
MINUTE ORDER

TO: RICH INMAN, County Administrative Officer
FROM: MARGIE WILLIAMS, Clerk of the Board

SUBJECT: APPROVAL OF JOB DESCRIPTIONS FOR A MAINTENANCE WORKER
TRAINEE-ROADS CLASSIFICATION AND AN EQUIPMENT MECHANIC
TRAINEE CLASSIFICATION AS EXTRA-HELP POSITIONS

Resolution No. 05-270

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on June 21, 2005

ACTION AND VOTE:

Consent Agenda item 6 – Supervisor Bibby initiated discussion relative to the use of the term “unskilled” in the job description and suggested that it be replaced with another term. Rich Inman, County Administrative Officer, suggested that the term be eliminated. Supervisor Turpin initiated discussion relative to the physical requirements for lifting and moving 100 pounds of weight. Dana Hertfelder provided input on the typical requirements for an employee to lift 25 to 50 pounds. Rich Inman suggested that language be added to reflect “with assistance” for lifting 100 pounds. Discussion was held relative to the minimum qualifications and the requirement for a driver’s license. (M)Bibby, (S)Fritz, item 6 was approved with the suggested changes/Ayes: Unanimous.

CA-6 Approve the Job Descriptions for a Maintenance Worker Trainee-Roads Classification and an Equipment Mechanic Trainee Classification as Extra-Help Only Positions and Set the Hourly Wage for Both Classifications at Minimum Wage (County Administrative Officer); Res. 05-270, with changes

cc: File
EQUIPMENT MECHANIC TRAINEE

DEFINITION
To learn and perform routine and periodic semi-skilled preventative maintenance duties of the County’s fleet of automotive and other equipment; to maintain simple records related to shop operations; and to perform related duties and responsibilities as required. This classification functions at the trainee level. Employees assigned to this classification receive close supervision within a framework of standard policies and procedures.

SUPERVISION RECEIVED AND EXERCISED
Receives supervision from the Fleet Superintendent.

EXAMPLES OF ESSENTIAL FUNCTIONS
Learns and provides assistance in safety inspections of transit and passenger vehicles.

Learns and provides assistance in the diagnosis and repair of computer controlled systems, electrical systems, brakes, steering, suspensions, drive train components, differentials, transfer cases, transmissions, gasoline-and-diesel-powered engines, HVAC systems, hydraulic systems on vehicles and light equipment.

Learns and provides assistance in inspecting and replacing tires as needed.

Learns and provides assistance in performing scheduled preventive maintenance of all County vehicles and equipment.

Learns and provides assistance in performing field repairs of vehicles as necessary, including during adverse weather/environmental conditions.

Maintains garage, 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.

EMPLOYMENT STANDARDS
Knowledge of:
Basic safety regulations and precautions pertaining to vehicle servicing.

Basic record-keeping techniques.

Safe and proper use of equipment and tools.

Basic mathematics.

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

Understand and follow oral and written instructions.
Perform work safely following all rules and regulations.

Communicate effectively with those contacted in the course of business in both oral and written forms.

Learn to perform semi-skilled labor.

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

Establish and maintain effective work relationships with those contacted in the performance of required duties.

**TYPICAL WORKING CONDITIONS**
Work is performed both indoors and outdoors. Incumbent may drive on surface streets and operate equipment on unpaved surfaces to assist in the diagnoses of mechanical problems; 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.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to perform office and vehicle 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 with assistance; 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 shop 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:**
None required.

**Additional Requirements:**
Applicants under 18 years of age must provide a valid and current work permit; applicants must be a minimum of 16 years of age.

Possession of a valid California Class “C” 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: 6/05 (B/S 05-270)
MAINTENANCE WORKER TRAINEE – ROADS

DEFINITION
To learn and perform maintenance and repair on roads and bridges and learn to maintain and safely operate a variety of equipment and tools. This classification functions at the trainee level. Employees assigned to this classification receive close supervision within a framework of standard policies and procedures.

SUPERVISION RECEIVED AND EXERCISED
Receives supervision from assigned supervisory staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Learns and performs a variety of unskilled and semi-skilled duties such as patching roads, clearing debris, cleaning ditches and culverts.

Learns to maintain and safely operate a variety of equipment and tools.

Learns and performs semi-skilled concrete work in the construction and maintenance of culverts and related structures.

Becoming skilled at shovel work or digging in widening and backfilling trenches and other excavations.

Performs flagging in road construction zones for traffic control.

Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS
Knowledge of:
Safe procedures, methods, tools, and equipment used in general road maintenance work.

Operation and maintenance requirements of power-driven equipment.

Basic methods, procedures, and techniques used in road construction and repair.

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

Understand and follow oral and written instructions.

Perform work safely following all rules and regulations.

Communicate effectively with those contacted in the course of business in both oral and written forms.
Learn to perform semi-skilled labor.

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

Establish and maintain effective work relationships with those contacted in the performance of required duties.

**TYPICAL WORKING CONDITIONS**
Work is performed indoors and in a field environment; workers operate light trucks and heavy equipment on surface streets and unimproved roadways and are exposed to traffic hazards, adverse weather conditions, extreme heat or cold, wetness, air contaminants, fumes/dust, solvents, chemicals, skin irritants, animals and above average noise; must be able to work irregular hours as necessary.

**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; lift and/or move more than 50 pounds of weight; perform grasping and fine manipulation; must be able to maintain effective audio-visual discrimination and perception needed for making observations and communicating with others. May operate light, medium and heavy motor vehicle equipment. Requires the strength and stamina to perform maintenance duties.

**MINIMUM QUALIFICATIONS**

**Experience:**
None required.

**Additional Requirements:**
Applicants under 18 years of age must provide a valid and current work permit; applicants must be a minimum of 16 years of age.

Possession of a valid California Class “C” 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: 6/05 (B/S 05-270)