RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes [ ] No [x])

Revise the Facilities Maintenance Manager class specification and changing the salary range from 270 ($3,624 - $4,405) to salary range 245 ($3,200 - $3,890). This position will no longer oversee facility operations at County solid waste facilities, which include the landfill and transfer stations, or manage contracts relating to these operations. Further, the Facilities Maintenance Manager will no longer be responsible for overseeing the operations at the airport. Because the level of responsibilities is decreasing for this position, the salary will likewise decrease commensurate with these changes. At the present time, this position is vacant with an individual serving as the interim Facilities Maintenance Manager.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

None on the this action. The Board has historically amended class specs and salary ranges.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Approve this action as proposed.
- Amend this action as the Board desires and approve.
MARIPOSA COUNTY

JOB TITLE: Facilities Maintenance Manager

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under administrative direction, to perform responsible administrative and field work as the head of the Facilities Maintenance Division of the Department of Public Works.

This position plans, supervises, organizes and participates in the safe and sanitary operation, construction and maintenance of County, buildings, grounds, parks, and special districts facilities, including water, wastewater and roads. Works with local, state and federal agencies to ensure compliance of County facilities within applicable laws, regulations and standards. Employees in this classification receive minimal supervision within a broad framework of policies and procedures. Employees in this class assign, coordinate, direct and formally evaluate the work of others.

This is a management position assisting and serving in the absence of the Director in the accomplishment of established goals and objectives within the Facilities Maintenance Division.

SUPERVISOR: Director, Public Works Department

TYPICAL DUTIES:

- assist in preparation of the annual budget for the Facilities Maintenance Division; implements budget control policies and procedures for this Division; and assists in the establishment of fees assessed for services by this Division.

- plans, designs, directs, supervises and inspects work in the maintenance, operation and construction of buildings, grounds, and parks facilities including, but not limited to, swimming pools, heating, ventilating and air conditioning systems, irrigation systems, electrical systems and other mechanical systems.

- oversees road maintenance and snow removal operations with assistance from the Road Division for the Yosemite West Special District and County-wide Service Area zone-of-benefit roads.
TYPICAL DUTIES: (cont’d)

- ensure that sampling and testing of drinking water and wastewater effluent is performed in compliance with state and federal requirements, laws and regulations.

- design and direct repairs and construction of several small sewage collection/disposal and water distribution systems.

- prepare complex and/or technical reports and analyses, with assistance from Engineering Division staff and presents them to commissions, committees, regulatory agencies or boards as needed.

- participate in the solicitation, selection, contracting and management of various outside contractors for design, consulting and construction services related to divisional responsibilities.

- maintain a variety of detailed administrative, maintenance, safety and operational records, and develops and implements preventative maintenance policies.

- prepare plans and specifications, with assistance from the Engineering Division staff, for construction or replacement of the various facilities maintained by this Division, and participates in the bidding and procurement thereof.

- conduct safety inspections and ensure adherence to all health and safety standards

- make public presentations as needed.

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

EMPLOYMENT STANDARDS:

Knowledge of:

- principles and techniques of administration including organization, planning, supervision and training

- safe work and operation practices and federal and state safety regulations
MARIPOSA: Facilities Maintenance Manager

Knowledge of: (cont’d)

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

- laws, regulations and practices related to safe drinking water standards and wastewater treatment

- repair, maintenance and adjustment procedures of water distribution and treatment equipment, wastewater collection and treatment equipment, building systems, grounds, landscape, recreational, pool, and park facilities

- principles and practice of preventative maintenance

- pavement management and road maintenance procedures

- computer system applications as they apply in management techniques for facilities maintenance

- budget policies and procedures

Ability to:

- supervise, assign, prioritize, schedule and inspect the work of others and evaluate subordinate employees

- supervise and train others in the repair and maintenance of water distribution and treatment equipment, sewage collection and treatment equipment, building and grounds facilities, and park and pool equipment and facilities

- prepare, maintain, analyze and present accurate logs, charts, records and technical reports

- operate, understand, and maintain water and wastewater systems, treatment plant equipment and materials

- communicate effectively in both oral and written forms and make public presentations

- establish and maintain effective and cooperative work relationships with those contacted in the performance of required duties, including government regulatory agencies, other County departments, other employees, officials, and the general public
MARIPOSA: Facilities Maintenance Manager

MINIMUM QUALIFICATIONS:

Requires AA degree from an accredited* college with major course work in business, engineering, facilities management or a related field and four years of increasingly responsible experience in wastewater collection systems, operation of water or wastewater treatment plants, at least three of which must have been at the supervisory or foreman level.

Requires possession of a valid and appropriate California driver's license and a grade II Water Distribution and Grade II Wastewater Treatment Certificates.

*Note: Accredited colleges or universities by one of the six nationally recognized regional accreditation agencies which includes the Western Association of Schools and Colleges (WASC) and/or the Accreditation Board for Engineering and Technology (ABET).