

MARIPOSA COUNTY

Public Works • (209) 966-5356



RESOLUTION - ACTION REQUESTED 2015-394

MEETING: August 4, 2015
TO: The Board of Supervisors
FROM: Tony Stobbe, Public Works Director
RE: Public Works Reorganization

RECOMMENDATION AND JUSTIFICATION:

Approve a Reorganization of the Public Works Department Effective August 10, 2015, by Increasing the County Surveyor Allocation in the Engineering/Surveyor Budget from 80% Permanent Part-Time to Full-Time and Authorize a 9/80 Alternate Work Schedule for This Position; in the Facilities Maintenance Budget Unallocate One Maintenance Supervisor Position and Allocate One Maintenance Worker I/II Position; in the Fleet Budget, Unallocate One Equipment Mechanic Position, Approve a New Classification of Equipment Mechanic Supervisor, Set the Monthly Salary at \$3,619.82 - \$4,399.81, Assign the Classification to the Service Employees International Union (SEIU) Local 521 Bargaining Unit, and Allocate the Position to the Fleet Budget.

Increasing the allocation of the County Surveyor from 80% Permanent Part-Time to Full-Time will assist the Public Works Department in handling, in a timelier manner, the various issues that require County Surveyor involvement. It will also improve the ability of the County Surveyor to participate in inter-departmental coordination efforts, including meetings such as the Planning Development Review Meeting, and in the continuation of efforts to bring GIS to Mariposa County. A 9/80 alternate work schedule for this position is requested to best align with meetings of the Planning Commission.

In the Facilities Maintenance Budget, the proposed actions will provide a more appropriate span of control for the remaining Maintenance Supervisor while bringing another Maintenance Worker into the organization, thereby increasing the ability of the Facilities Maintenance Division to complete assigned duties. The Division has been operating with this structure for approximately one year after a Maintenance Supervisor position was underfilled with a Maintenance Worker II in 2014. In conjunction with this request, Public Works plans to swap the daytime Custodian to nights, and one nighttime Maintenance Worker to days to best align with the skills needed in days and nights.

In the Fleet Budget, the Board recently approved a classification change from Fleet Superintendent to Fleet Manager, removing many of the mechanic based functions from the Fleet Manager and replacing them with a safety component. The proposed new classification of Equipment Mechanic Supervisor will provide the needed "lead mechanic" function formerly

supplied by the Fleet Superintendent, which will result in a division structure more closely aligned with other Public Works Departments that follow a Manager-Supervisor-Worker model. The recommended salary for this position is set equivalent to the current Maintenance Supervisor salary. It is anticipated that this position will be filled through an internal promotion after the new Fleet Manager is onboard.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On July 14, 2015, the Board approved amending the Fleet Superintendent Job Description to Fleet Manager (Resolution No. 2015-352).

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Board could choose to not approve all or part of the proposed action and give alternate direction.

FINANCIAL IMPACT:

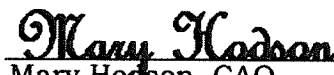
This proposal will result in a General Fund expense of approximately \$11,500 and a Fleet Enterprise Fund expense of approximately \$7,500. Appropriations for the increase in the allocation of the County Surveyor have been included in the Requested Fiscal Year 2015-16 Budget. There is sufficient funding within the Fleet budget to accommodate the requested position change and any necessary budget adjustments will be included with the Balancing Adjustments that will be brought to the Board for review/approval after final fund balances have been determined.

ATTACHMENTS:

Public Works July 2015 Reorganization (PDF)
Equipment Mechanic Supervisor Job Description (DOC)

CAO RECOMMENDATION

Requested Action Recommended

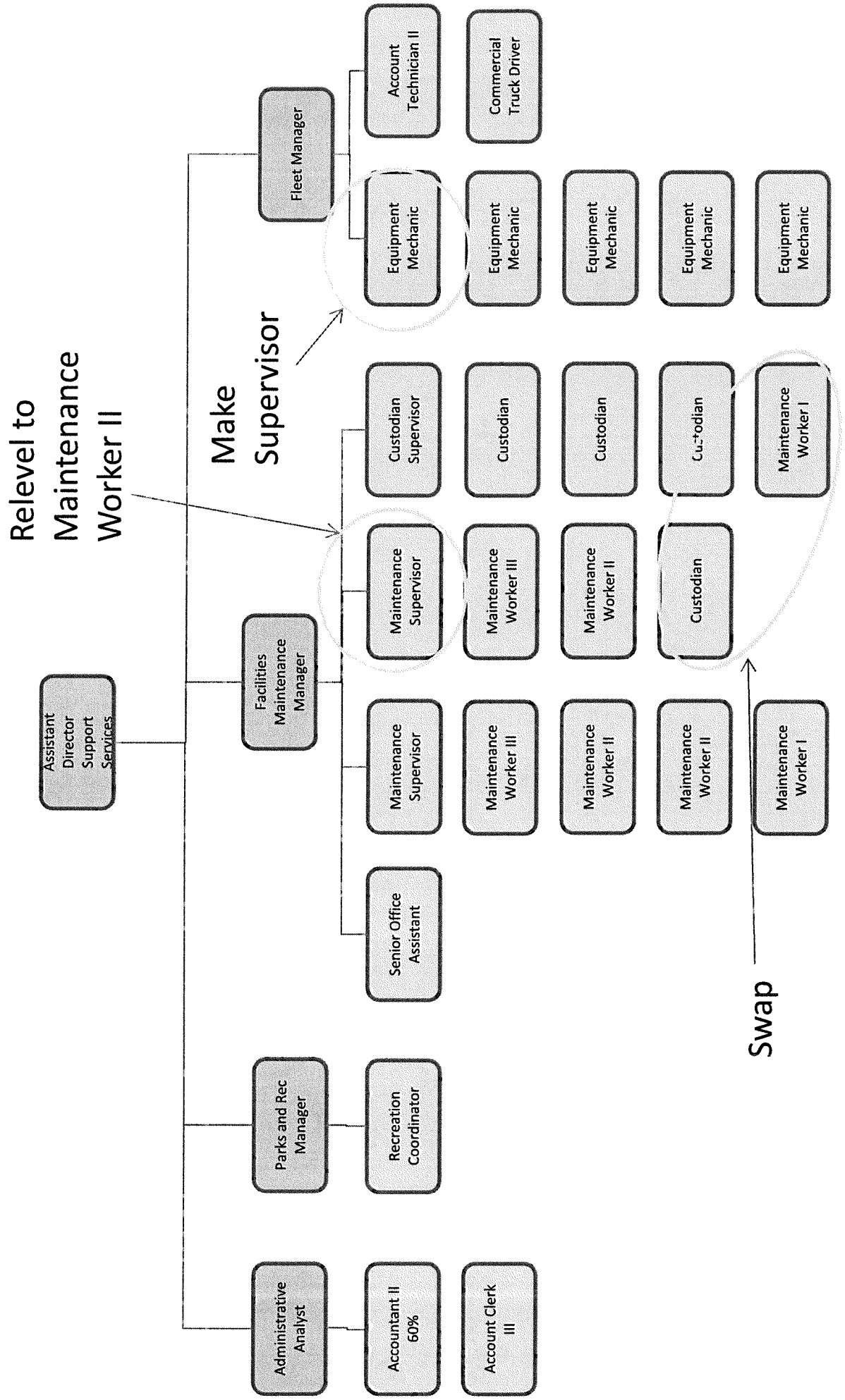


Mary Hodson, CAO 7/30/2015

RESULT: ADOPTED [UNANIMOUS]
MOVER: Marshall Long, District III Supervisor
SECONDER: Rosemarie Smallcombe, District I Supervisor
AYES: Smallcombe, Jones, Long, Cann, Carrier

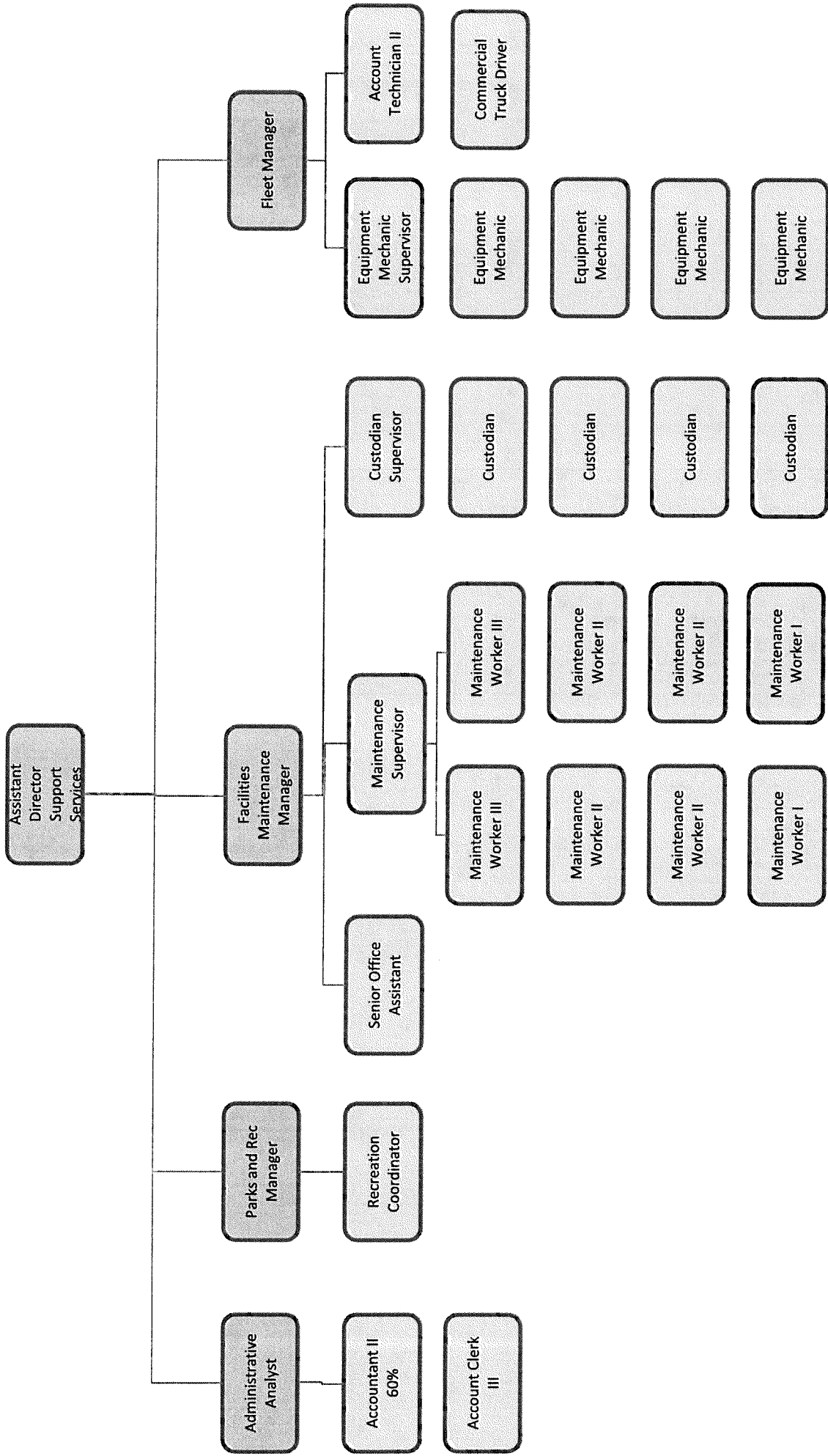
Public Works – Support Services

CURRENT



Public Works – Support Services

PROPOSED



EQUIPMENT MECHANIC SUPERVISOR

DEFINITION

To plan, assign, supervise, inspect, and be responsible for the work of Fleet Maintenance staff; to estimate costs and maintain the shop parts inventory for vehicle and heavy equipment repairs; to perform skilled work in connection with the maintenance and repair of the County's fleet of vehicles and equipment; and to maintain accurate and complete records. Employees in this classification receive minimal supervision within a broad framework of policies and procedures. Employees in this classification assign, coordinate, supervise, train, and formally evaluate the work of others. This job class supervises and performs complex and varied duties in maintaining and repairing County vehicles including managing shop parts inventory.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from management staff in the Fleet Maintenance Division and from the Director of Public Works.

Exercises direct and indirect supervision over technical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Manages, supervises, assigns, and inspects the work of Equipment Mechanics in the maintenance and repair of a variety of vehicles, including emergency vehicles, heavy equipment, buses, trucks and trailers.

Establishes priorities for repairs to ensure quality and timely repairs are completed to accommodate all department needs.

Manages, orders, and maintains parts inventory of all shop parts and supplies.

Receives calls for repairs schedules and assigns necessary repairs during normal shop hours and is responsible for after hour stand-by and call-out for emergency repairs.

Diagnoses and repairs gas and diesel engines including electronic controls for OEM and aftermarket equipment on cars, trucks, and heavy equipment.

Conducts safety inspections on all County-owned vehicles and equipment in accordance with FMCSA and FTA requirements.

Repairs and rebuilds hydraulic systems on heavy equipment.

Diagnoses, repairs, and replaces air and/or hydraulic brake systems; installs discs and drum style linings for cars and heavy trucks

Diagnoses, tests, repairs, and assembles new electrical systems on emergency vehicles, heavy equipment, and trailers.

Performs emergency after-hour repairs on all County-owned equipment.

Performs routine lubrications, oil changes, and other service-related duties as required.

Develops special replacement parts for new and rebuilt equipment.

Inspects for tire wear and installs new tires on cars, trucks, and heavy equipment.

Recommends purchase of vehicles.

Maintains a variety of records related to vehicle maintenance operations.

Monitors employee adherence to safety regulations.

Performs related work as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

Principles of supervision and training.

Safety standards of vehicle equipment repair and service.

Preventative maintenance methods and servicing requirements of automotive equipment.

Methods, materials, tools, and equipment used in the testing, adjustment, repair, and overhaul of automotive, road construction, and fire-fighting equipment.

Types, grades, and uses of heavy equipment fuels and lubricants.

The methods, practices, material, and tools of light and heavy equipment and vehicle maintenance.

The operation and repair characteristics of a wide variety of light and heavy equipment and vehicles, including fire-fighting and pursuit vehicles.

The ability to use computer diagnostic equipment on cars, trucks, and heavy equipment.

The practices, methods, and tools of gas, MIG, and arc welding.

Ability to:

Manage stand-by and after hour call-out.

Manage the parts and inventory.

Update and maintain shop diagnostic tools and equipment.

Supervise, assign, prioritize, and inspect the work of others.

Train others in the repair and maintenance of light and heavy equipment.

Maintain an equipment repair and service schedule.

Maintain a variety of records pertaining to parts, equipment repair, servicing, operation, etc.

Diagnose and repair a wide variety of light and heavy vehicle equipment, parts, and systems.

Perform repairs safely and effectively.

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

Understand and execute written and oral instructions.

Communicate effectively in both oral and written forms.

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

TYPICAL WORKING CONDITIONS

Work is performed both indoors and outdoors. Incumbent drives on surface streets and operates equipment on unpaved surfaces to diagnose 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. Worker occasionally works past normal office hours to complete assignments.

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; 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:

Four years of increasingly responsible experience in light and heavy equipment and vehicle maintenance repair, at least two years of which shall have been at a level equivalent to an Equipment Mechanic/Heavy Equipment Mechanic position with Mariposa County.

Education:

High school diploma or GED equivalent.

Additional Requirements:

Possession of a valid California Class "A" driver's license with air brake and tank endorsement and a current medical examination on file with the DMV. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Capable of passing a proficiency evaluation in the operation of all County-owned commercial vehicles, including the lowbed.

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.