DEPARTMENT: County Counsel
BY: Jeffrey G. Green
PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_X_)

Adopt this resolution approving the attached new class specification for the position of Weatherization Worker at a salary range of 143-159.5.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

During budget hearings on September 16, 1993, the Board concurred with establishing an 80% permanent part-time position for weatherization work in the Housing and Community Development Department. This action was adopted by the Board during its meeting on September 28, 1993 with passage of the final budget for FY1993-94.

In the past, weatherization work required for programs in the Housing and Community Development Department has been performed utilizing the services of an extra-help Maintenance Worker II. Because many of the functions and responsibilities described in that classification are not applicable to the weatherization program, it is recommended that a new class specification be approved to better provide the department with individuals meeting the specific needs set forth by its programs.

Inasmuch as the required knowledges and abilities as well as the minimum qualifications remain comparable to those of Maintenance Worker II, it is recommended that the salary range for this new classification be established at that same level.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Do not approve this recommended class specification and salary range

Revise this class specification and salary range as deemed necessary.

COSTS: (X) Not Applicable
A. Budgeted current FY $ 
B. Total anticipated costs $ 
C. Required additional funding $ 
D. Internal transfers $ 

SOURCE: () 4/5ths Vote Required
A. Unanticipated revenues $ 
B. Reserve for contingencies $ 
C. Source description: 
Balance in Reserve for Contingencies, 
if approved: $ 

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK’S USE ONLY:
Res. No.: 93-530
Vote - Ayes: 4
Noes: 0
Absent: 4
Abstained: 0
( ) Denied
( ) No Action Necessary

Minute Order Attached

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
Deputy

ADMINISTRATIVE OFFICER’S RECOMMENDATION:
This item on agenda as:
L Recommended
For Policy Determination
Submitted with Comment
 Returned for Further Action

Comment: 

A.O. Initials: 

Action Form Revised 5/92
MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JIM EVANS, HOUSING AND COMMUNITY DEVELOPMENT AGENCY DIRECTOR

FROM: MARGIE WILLIAMS, CLERK OF THE BOARD

SUBJECT: WEATHERIZATION PROGRAM

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on October 12, 1993

ACTION AND VOTE:

Consent Agenda item 2 - Discussion was held with Jim Evans/ Housing and Community Development Agency Director. Supervisor Balmain requested that consideration be given to privatizing this program next year. (M)Baggett, (S)Balmain, item 2 was approved/Ayes: Baggett, Balmain, Erickson, Taber; Abstained: Parker.

CA-2 Resolution Approving Class Specification and Salary Range of 143-159.5 for the New Position of Weatherization Worker (County Counsel); Res. 93-530

cc: Evelyn Billings, Auditor
Jeff Green, County Counsel
Mike Coffield, County Administrative Officer
Personnel
File
MARIPOSA COUNTY

JOB TITLE: Weatherization Worker

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform weatherization of homes of low-income persons, the elderly, and other economically disadvantaged persons. This classification performs minor home repairs and the installation of energy conservation measures on private homes scheduled for weatherization in the County including insulation, storm windows, and minor roof/wall repairs. This classification may perform assessments when needed, and performs other related tasks as assigned.

SUPERVISOR: Contract Administrator

TYPICAL DUTIES

- Installs weatherization measures on homes scheduled for weatherization including, but not limited to, attic insulation materials and batting, duct and pipe wrap, hot water heater blankets, low-flow shower heads, weatherstripping of exterior doors, caulking, and other materials needed to complete dwelling weatherization

- Performs minor home repairs including cutting and installing glass, framing door jambs, installing new doors, locksets, dead bolts, hinges, etc., sheet rocking walls and ceilings, and stuccoing and siding repairs

- Maintains an accurate account/inventory on all materials on trucks and installed on each dwelling weatherized

- Performs energy conservation assessments on private dwellings

- Safely operates, maintains and cleans a variety of assigned tools and equipment, work site and light or medium-size automotive equipment such as trucks and vans

- May perform preventative maintenance on the vehicles and equipment

- Prepares and completes work order forms

- On-site job assignments and assessments

- May perform inspections on completed dwellings

- May supervise work crew
**TYPICAL DUTIES (Cont'd):**

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

**EMPLOYMENT STANDARDS:**

**Possession of:**

- a valid and appropriate California driver's license and good driving record

- successful completion within six months from date of hire of the weatherization training school conducted by Pacific Gas & Electric

**Knowledge of:**

- hands-on knowledge of carpentry, plumbing, and electrical

- procedures, methods, tools, and equipment used in energy conservation and minor home repairs

- operation of power-driven equipment

- the operation, minor field maintenance, repair, and adjustment of assigned equipment

- provisions of the California Vehicle Code applying to the operation of vehicles and safety requirements

**Ability to:**

- make estimates for material requirements

- maintain accurate accountability for all materials and equipment

- maintain inventory records

- understand and execute oral and/or written instructions

- communicate effectively with those contacted in the course of business in both oral and written forms

- establish and maintain effective work relationships with those contacted in the performance of required duties

- ability to work alone
MARIPOSA: Weatherization Worker

Ability to (Cont'd):

- maintain and repair equipment used in general maintenance/weatherization work
- maintain and skillfully and safely operate a variety of assigned equipment and tools
- perform field maintenance, repair and adjustment of equipment
- perform semi-skilled and unskilled labor
- meet the physical requirements necessary to safely and effectively perform the required duties
- attend specialized training and meetings

A typical way to gain the knowledge, skill, and ability outlined above is:

  high school graduation or equivalent and two years of maintenance and/or repair experience in construction, framing, roofing, plumbing, and/or weatherization and use of insulation materials. Some college/vocational training and knowledge of government weatherization programs is desirable.