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

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___  No X) 

Adopt this resolution deleting the existing class specification for the 
position of Maintenance Worker I/II and approving the attached two separate 
class specifications for this position, one for Roads and the second for 
Facilities.

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."

The existing class specification was created to service the County's roads, 
buildings and grounds requirements. In the past, this has caused some 
difficulties in the recruitment and examination process because of the 
differences in the typical duties and related required knowledges and 
abilities. The proposed new class specifications have been designed to 
more directly address the specific personnel requirements for these 
positions.

The salary range is not affected by this proposed change; both new class 
specifications will be placed into the range of the present classification 
of Maintenance Worker I/II. Therefore, there is no budget impact.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve these proposed class specifications and continue to work 
under the current structure.

Revise these class specifications as deemed necessary.

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COSTS: 
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:

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CLERK'S USE ONLY: 
Vote - Ayes: 5  Nays: 0  
Absent: 0  Abstained: 0  
Minute Order Attached ( ) Denied 
Date: 12/14/93

The foregoing instrument is a correct copy of 
the original on file in this office.

ATTEST: MARIE WILLIAMS, Clerk of the Board 
County of Mariposa, State of California 
By: Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION: 
This item on agenda as:

( ) Recommended
( ) Not Recommended
( ) For Policy Determination
( ) Submitted with Comment
( ) Returned for Further Action

Comment: 

A.O. Initials: 

Action Form Revised 5/92
MARIPOSA COUNTY

JOB TITLE: MAINTENANCE WORKER I/II - FACILITIES

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform maintenance and repairs on buildings, grounds and facilities, which may include parks, swimming pools, wastewater treatment and water facilities, parking lots, solid waste facilities and the airport. Assignment to a different level in this classification is subject to the determination of the department head.

SUPERVISOR: As assigned.

**Maintenance Worker I**

Employees assigned to buildings, grounds and facilities work receive general supervision within a framework of standard policies and procedures. This classification functions as the first working-level class for employees.

**Maintenance Worker II**

Employees in this job class are responsible for performing skilled maintenance and repair work on buildings, grounds, facilities, and in some instances, roads. This job class functions at a journey level of classification.

**TYPICAL DUTIES:**

- Performs general maintenance and repair work on electrical equipment, including repairing wiring and fixtures, and plumbing equipment, including installation and repair of pumps and fixtures.

- Maintains parks and grounds including replacing, weeding, pruning, watering, mowing, trimming and fertilizing; and maintains irrigation systems.

- Performs a variety of unskilled and semi-skilled duties such as repairing tennis courts, playground swings, slides and other park equipment including picnic facilities, maintaining and repairing fences, and grooming ballfields.

- Maintains swimming pools by cleaning, painting and repairing water line, cement walkways, pumps, filters and chemicals.
MARIPOSA: MAINTENANCE WORKER I/II - FACILITIES

TYPICAL DUTIES (Cont'd):

- Maintains and performs minor repairs on buildings, including painting interiors and exteriors, building shelves, repairing and refinishing furniture, installing doors, windows, insulation, and gutters; and provides general maintenance on interiors and exteriors of buildings.

- Operates a variety of light or medium-size automotive equipment such as trucks and loaders

- Performs custodial duties as assigned.

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

Maintenance Worker II (in addition):

- Performs maintenance and repair of various electrical, water, sewer and pump equipment within the Special Districts.

- Maintains airport runways and public parking lots.

- Operates snow removal equipment, backhoes, loaders and other power-driven equipment.

- Performs maintenance of equipment.

- Performs a variety of road maintenance functions within Special Districts such as patching, brushing and cleaning culverts and ditches.

- Sprays weeds and brush using appropriate types of chemicals under the direction of, or as a certified applicator.

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

EMPLOYMENT STANDARDS

Knowledge of:

- the safe procedures, methods, tools and equipment used in general maintenance work

- operation of power-driven equipment

- procedures and methods used in general grounds, parks and facilities maintenance work
MARIPOSA: MAINTENANCE WORKER I/II - FACILITIES

Knowledge of (Cont'd):

- the operation, minor field maintenance, repair and adjustment of assigned equipment
- procedures, methods, tools and equipment used in skilled maintenance work
- provisions of the California Vehicle Code applying to the operation of vehicles and safety requirements
- safe driving practices

Ability to:

- skillfully and safely operate assigned equipment, including ability to learn heavy equipment operation
- maintain and repair equipment used in general buildings, grounds and facilities maintenance work
- maintain and operate a variety of equipment and tools
- perform semi-skilled and unskilled labor
- maintain accurate accountability for all materials and equipment
- make estimates for material requirements
- occasionally work alone with minimal supervision
- perform heavy manual work
- meet the physical requirements necessary to safely and effectively perform the required duties
- understand and execute written and oral 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.
MARIPOSA: MAINTENANCE WORKER I/II - FACILITIES

MINIMUM QUALIFICATIONS:

Maintenance Worker I:

equivalent to graduation from high school and six month's experience in maintenance repairs, construction, building or grounds maintenance; and

possession of a valid Class C California driver's license.

Maintenance Worker II (in addition):

two years of maintenance and repair experience in buildings, grounds and facilities comparable to that of a Maintenance Worker I in Mariposa County.

some assignments may require the ability to obtain a valid Class B California driver's license within a period of six months.

MWI/IIb
Creation date: 12/93
MARIPOSA COUNTY

JOB TITLE: MAINTENANCE WORKER I/II - ROADS

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform maintenance and repair on roads and bridges and/or to operate trucks and other light and moderately heavy power-driven street maintenance or construction equipment. Assignment to a different level in this classification is subject to the determination of the department head.

SUPERVISOR: As assigned.

Maintenance Worker I

Employees assigned to road construction and maintenance work receive general supervision within a framework of standard policies and procedures. This classification functions as the first working-level class for employees.

Maintenance Worker II

Employees in this job class are responsible for performing skilled maintenance, construction, and repair work on County roads and bridges. This job class functions at a journey level of classification.

TYPICAL DUTIES:

- Performs a variety of unskilled and semi-skilled duties such as patching roads, clearing debris, cleaning ditches and culverts and road construction zone traffic control.

- Operates a variety of light or medium-size heavy equipment such as pickup trucks and small loaders.

- Maintains and safely operates a variety of equipment and tools.

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

Maintenance Worker II (in addition):

- Operates dump and other trucks in the hauling of road fill materials for road construction and repair.

- Operates tractors with backhoe attachments and loaders or other power-driven heavy equipment.

- Performs occasional field maintenance on equipment.

- Performs semi-skilled concrete work in the construction and maintenance of culverts and related structures.
MARIPOSA: MAINTENANCE WORKER I/II - ROADS

TYPICAL DUTIES (Cont'd):

- Performs shovel work or digging in widening and backfilling trenches and other excavations.

- Sprays weeds and brush using appropriate types of chemicals under the direction of, or as a certified applicator.

- 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 of power-driven equipment

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

- safe driving practices

Maintenance Worker II (in addition):

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

- general procedures, methods, tools and equipment used in street construction

- methods, procedures and techniques used in road construction and repair

Ability to:

- skillfully and safely operate assigned equipment, including heavy equipment

- maintain and operate a variety of equipment and tools

- perform semi-skilled and unskilled labor

- learn to perform road maintenance and construction duties

- estimate material requirements

- maintain accurate accountability for all materials and equipment
MARIPosa: maintenance worker I/II - roads

ability to (cont'd):

- occasionally work alone with minimal supervision
- perform heavy manual work
- meet the physical requirements necessary to safely and effectively perform the required duties
- understand and execute written and oral 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

Maintenance Worker II (in addition):

- perform field maintenance repair and adjustment of equipment
- maintain inventory records

Minimum qualifications:

Maintenance Worker I:

equivalent to graduation from high school and six months of experience in road construction, repair or maintenance; and

possession of a valid Class C California driver's license or the ability to obtain a Class B license within a period of six months if required for certain assignments

Maintenance Worker II (in addition):

two years of experience comparable to that of a Maintenance Worker I - Roads in Mariposa County in construction, repair, or maintenance of roads which includes the operation of trucks or power-driven maintenance or construction equipment; and

possession a valid Class B California driver's license.