

9A

DEPARTMENT: Administration/Personnel BY: Catherine Harmon *CH* PHONE: 966-5694

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

Adopt this resolution approving the attached class specifications and salaries for the positions of Facility Maintenance Manager (178-194), Fleet Maintenance Manager (178-194), and Recreation & Park Planner (179-195.5), and eliminating the positions of Public Works Administrator, Manager, Special Districts & Facilities, and Deputy Director, Parks & Recreation, all positions to be assigned to appropriate bargaining unit.

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 Board of Supervisors adopted a Public Works Reorganization on 5/26/92, Board Resolution No. 92-275, to be effective July 1, 1992. This action would take action on the adjustments and/or results of those adjustments contained in that resolution.

Currently this office is meeting with MCMCO/AFSCME regarding impacts of this reorganization for current employees.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve one or more class specifications and/or proposed salary ranges.

Revise class specifications and/or proposed salary ranges.

COSTS: () Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required Add'l funding \$ _____
D. Source: _____

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

SOURCE: () 4/5ths Vote Required
A. Internal transfers \$ _____
B. Unanticipated revenues \$ _____
C. Reserve for contingency \$ _____
D. Description: _____
Balance in Reserve for Contingencies,
if approved: \$ _____

CLERK'S USE ONLY:

Res. No.: 92-369

Ord. No.: _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

BL Approved () Denied

() 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 of Supervisors
County of Mariposa, State of CA

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: AW

MARIPOSA COUNTY

JOB TITLE: Facility Maintenance Manager

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, supervise and participate in the maintenance of building grounds, parks, and special districts, water, wastewater, facilities and roads; to plan, assign, direct and inspect work in the operation and maintenance of County facilities; and to work with local, State and Federal agencies to ensure compliance of County facilities within applicable 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.

SUPERVISOR: Assistant Director, Public Works

TYPICAL DUTIES

- Assists in preparation of the annual budget for facilities and maintenance
- Plans, assigns, directs and inspects work in the maintenance of buildings, grounds, and parks facilities and operations at the waste water treatment plants and water plants and swimming pools including pumps, chlorinators, filters and chemical feeders
- Supervises road repairs, and snow removal operations, runways repair and maintenance of lighting systems and buildings at the County airport; maintenance of all park grounds and facilities, and maintenance of all County owned building facilities
- Supervises facility operations at the County landfill
- Ensures a variety of buildings, parks and other systems are in proper operating condition including water distribution and sewage collection systems, Yosemite West roads, solid waste disposal sites, transfer stations, park facilities, pool facilities, and heating, ventilating and air conditioning systems in County owned buildings
- Oversees operations of the County airport
- Ensures that sampling and testing of drinking water and wastewater effluent is performed in compliance with State and federal requirements

MARIPOSA: Facility Maintenance Manager**TYPICAL DUTIES** (Cont'd):

- Conducts repairs on sewage and water pumping systems and equipment, repairs on buildings and heating, ventilating and air conditioning systems, and repairs on pool systems.
- Prepares reports as needed
- Operates heavy equipment or performs regular maintenance activities in employee absences
- Maintains a variety of detailed administrative, maintenance and operational records
- Conducts safety inspections and ensures all health and safety standards are adhered to
- Develops an operating plan for the County landfill
- 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

Knowledge of:

- principles of supervision and training
- safety standards related to equipment repair and service
- operating principles, methods and materials used in water treatment plants, sewer treatment plants, recreational and pool facilities
- regulations related to safe drinking water standards and sewage treatment
- repair, maintenance and adjustment procedures of water distribution and treatment equipment, sewer collection and
- treatment equipment, building and grounds maintenance, heating, ventilation and air conditioning equipment, recreational, pool and park facilities
- pavement maintenance procedures

MARIPOSA: Facility Maintenance Manager

Knowledge of (Cont'd):

- operation and maintenance of pumping plant equipment
- budget policies and procedures
- airport operations
- solid waste management

Ability to:

- supervise, assign, prioritize, schedule and inspect the work of others
- train others in the repair and maintenance of water distribution treatment equipment, sewer collection and treatment equipment, building and grounds facilities, and park and pool equipment and facilities
- prepare and maintain accurate logs, charts, records and reports
- operate, understand, and maintain water and wastewater treatment plant equipment and materials
- meet the physical requirements necessary to perform the duties of the job
- understand and execute written and oral instructions
- communicate effectively in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties

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

- equivalent to high school graduation and five years of increasingly responsible experience in water distribution, wastewater collection systems, operation of water or waste water treatment plants, in building maintenance or in parks and recreation facilities, at least three years of which shall have been at the supervisory level.

MARIPOSA COUNTY

JOB TITLE: Fleet Maintenance Manager

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, supervise and participate in the maintenance of County-owned motor vehicles, including the servicing, maintenance and repair of Sheriff's vehicles, fleet cars, and other motor vehicles and equipment. This position plan, coordinates and supervises the work of subordinate mechanics and other staff; develops procedures and schedules for vehicle servicing; makes recommendations for the procurement and retention of vehicles; prepares specifications for the procurement of vehicles and related equipment; works with other departments in the assignment of vehicles; and other related work as assigned. This position pay perform journey-level automotive mechanic's work on an as needed and/or relief basis. 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.

SUPERVISOR: Assistant Director, Public Works

TYPICAL DUTIES

- Plans, schedules, and determines priorities and directs the service and repair of County motor vehicles
- Reassigns work to maintain necessary levels of operable vehicles
- Sets repair and maintenance standards and schedules maintenance services
- Establishes preventive maintenance schedules for a variety of vehicles and equipment
- Develops and implements policies and procedures related to Division's functions
- Represents the Division in meetings with the County departments and other governmental entities
- Analyzes and makes recommendations on servicing, repair, maintenance, replacement, assignment, utilization and disposal of County-owned vehicles
- Reviews, analyzes and recommends vehicle user charges

MARIPOSA: Fleet Maintenance Manager

TYPICAL DUTIES (Cont'd):

- Administers vehicle credit card program
- Assists departments in determining transportation needs and in assignment or reassignment of vehicles
- Writes specifications for new vehicles, shop equipment and supplies, and related equipment
- Receives and investigates vehicle safety grievances
- Prepares operating and safety manuals
- Ensures that safety procedures are followed
- Maintains a variety of records on vehicle usage, maintenance, assignment, and parts and supplies
- Participates in preparation of divisional budget

EMPLOYMENT STANDARDS**Possession of:**

- a valid and appropriate California Driver's license

Knowledge of:

- principles and techniques of administration including organization, planning, and personnel practices
- modern principles, methods, and practices relating to fleet management, and the operation of an automotive equipment maintenance and repair shop
- principles and methods used in a program of preventive maintenance for automotive equipment
- methods, materials, tools, and equipment used in the testing, adjustment, repair, and overhaul of automotive equipment, including auxiliary equipment such as air conditioning and smog control devices
- safe work practices and Federal/State safety regulations

MARIPOSA: Fleet Maintenance Manager

Ability to:

- analyze and resolve administrative problems
- prepare and present comprehensive technical reports
- establish and maintain effective and cooperative relationships with governments, agencies, and other County departments and officials
- supervise the maintenance of records and prepare reports
- train, supervise and evaluate subordinate employees

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

- equivalent to high school graduation and five years of increasingly responsible experience in the field of automotive, heavy equipment repair, and/or related program administration at least 3 years of which shall have been at the supervisory level.

Creation Date: 6/92
fleetmgr.frm

MARIPOSA COUNTY

JOB TITLE: Recreation & Park Planner

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, direct, and coordinate activities and operations of the County recreation and parks program; and to direct and work on acquisition and development of parks and recreational areas. Employees in this classification receive direction within a framework of overall objectives. Employees in this classification supervise the work of others. This job class requires organizational and supervisory skills and designated specialized knowledge related to the acquisition and development of parks and recreational areas.

SUPERVISOR: Housing & Community Development Director

TYPICAL DUTIES

- Organizes, supervises, directs, and coordinates the activities and functions of county parks and recreation programs
- As directed establishes and implements procedures for assigned recreational operations; evaluates existing policies for efficiency and recommends procedures to increase operational effectiveness.
- Coordinates approved studies to determine parks and recreational needs of the County; and may be called upon to discuss plans for parks and recreational services
- Arranges with other County departments the schedule for the performance of construction and maintenance work
- Confers with civic and school groups regarding recreational activities; uses press releases and speaking engagements to inform the public of recreational activities
- Assists in the maintenance of fiscal records and controls, procurement and supply activities
- Develops recommended park plans and recreational programs for consideration
- May prepare agenda items, project proposals, reports, and evaluations for various Boards and Commissions

MARIPOSA: Recreation & Park Planner

TYPICAL DUTIES (Cont'd):

- May act as liaison between recreation and other government agencies
- Assigns and supervises the work of recreation personnel
- Develops, prepares and may present grant applications to State and other agencies under the supervision of the Housing & Community Development Director
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARD**Possession of:**

- a valid and appropriate California Driver's License

Knowledge of:

- the problems, techniques and practices in the planning, development and operation of public parks
- the principles and objectives of organized recreation programs
- practices and procedures involved with personnel, finance, engineering and construction
- revenue sources and methods of acquiring funds, including grantsmanship
- the principles and practices of supervision

Ability to:-

- plan, organize, direct, coordinate, make acquisitions of, operate, and maintain land associated with parks
- implement policies and procedures to enhance the parks and recreation program
- understand and execute both oral and written instructions in an independent manner

MARIPOSA: Recreation & Park Planner

Ability to (cont'd):

- make recommendations assisting in administering a departmental budget within departmental parameters
- effectively communicate in both oral and written forms
- supervise the work of subordinate personnel
- maintain accurate funding, budgetary, and accounting records and prepare related reports
- generate new revenue
- establish and maintain effective work relationships with those contacted in the performance of required duties

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

- college graduation or equivalent and two years of experience in both park planning and recreation work serving a diversified community population; experience generating new revenue and revenue sources.

Creation Date: 6/92
Recparks.frm