

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: 9-15-92 Cont'd CA2
9/8/92
AGENDA ITEM NO.: 24

DEPARTMENT: Administration/Personnel BY: Catherine Harmon PHONE: 209/966-5694

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

Adopt this resolution approving the attached revised class specification for the position of Maintenance Worker I/II and allow the persons currently filling Personal Service Agreements for weatherization work within the Housing & Community Development Department to transfer into this classification as extra-help employees.

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 in prior year's action created the class specification of Maintenance Worker I/II. This proposed revision adds language allowing this class to be utilized for weatherization work required to be performed by the Housing & Community Development Department and avoids the necessity for creating a single-class, extra-help specification for such work.

Weatherization work is presently being performed through use of Personal Service Agreements. As the Internal Revenue Service is restricting the use of personal service agreements, the determination has been made that the aforementioned positions can be moved to extra help.

No change in the salary range for this classification is requested.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this resolution and continue to fill the need for weatherization work through personal service agreements.

Revise this class specification as deemed necessary by the Board.

Create a single-class, extra-help class specification for the position of weatherization worker.

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.: 92-473 Ord. No. _____

Vote - Ayes: _____ Noes: _____

Absent: Boyd Abstained: _____

Approved: Boyd () Denied _____

() Minute Order Attached () No Action Necessary

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: [Signature]

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

By: _____
Deputy

MARIPOSA COUNTY

JOB TITLE: Maintenance Worker I/II

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform maintenance and repair on buildings, grounds, and facilities, which may include parks and swimming pools; or to perform a variety of tasks in the construction, repair, insulation, installation, and maintenance of buildings, roads, 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 building, grounds and/or 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 buildings, grounds, facilities and/or County 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; plumbing equipment including the installation and repair of faucets and seals.
- Maintains parks and grounds including replanting, weeding, pruning, watering, mowing, trimming, and fertilizing; maintains sprinkler systems.
- Performs a variety of unskilled and semi-skilled duties such as patching roads, clearing debris, and cleaning ditches and culverts, repairing playground swings, slides and other park equipment including picnic facilities, maintaining fences by repairing/replacing posts, wires, and old wood, and repairing ceiling leaks and replacing sheet rock or other ceiling material.
- Maintains swimming pools by cleaning, painting and repairing water lines, cement walkways, pumps, filters, and chemicals.

MARIPOSA: Maintenance Worker I/II**TYPICAL DUTIES:** (Cont'd)

- Repairs broken cabinets and furniture, builds shelves, refinishes furniture, hangs doors, and performs a variety of general maintenance on the interior of buildings and furnishings, installs doors, windows, insulation, gutters, and sidings.
- Performs custodial duties as assigned.
- Installs weatherization measures on homes scheduled for weatherization including attic insulation materials and batting, duct and pipe wrap, hot water heater blankets, low-flow shower heads, weather-stripping of exterior doors, caulking, and other materials needed to complete the dwelling.
- Performs minor home repairs including cutting and installing glass, framing door jambs, installing new doors, locksets, dead bolts, hinges, etc., and stuccoing and siding repairs.
- Operates a variety of light or medium-size automotive equipment such as trucks and 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 street construction.
- Operates tractors with backhoe attachments and loaders or other power-driven equipment.
- Performs maintenance on equipment.
- Performs semi-skilled concrete work in the construction and maintenance of culverts and related structures.
- Performs a variety of street maintenance functions such as patching roads, cutting brush, and cleaning culverts or ditches.
- Performs shovel work or digging in widening and backfilling trenches and other excavations.
- Maintains airport runways and public parking lots.
- Performs assessments on dwellings.
- Sprays weeds and bushes using appropriate types of chemicals.

MARIPOSA: Maintenance Worker I/II

TYPICAL DUTIES Maintenance Worker II: (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

Knowledge of:

- the procedures, methods, tools, and equipment used in general maintenance work
- operation of power-driven equipment
- procedures and methods used in general grounds, road, and park maintenance work

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
- provisions of the California Vehicle Code applying to the operation of vehicles and safety requirements
- procedures, methods, tools, and equipment used in skilled maintenance work
- methods, procedures, and techniques used in road construction and repair

Both Maintenance Worker classes should possess:

- safe driving practices and laws pertaining to the operation of motor vehicles

Ability to:

- skillfully and safely operate assigned equipment
- maintain and repair equipment used in general buildings, grounds, and park maintenance work
- maintain and operate a variety of equipment and tools
- perform semi-skilled and unskilled labor
- learn to perform road maintenance and construction duties

MARIPOSA: Maintenance Worker I/II

Ability to: (Cont'd)

- estimate material requirements
- maintain accurate accountability for all materials and equipment
- ability to work alone

Maintenance Worker II (in addition)

- perform field maintenance repair and adjustment of equipment
- perform heavy manual work
- maintain inventory records
- make estimates for material requirements

Both Maintenance Worker classes should:

- 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

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

Maintenance Worker I

- equivalent to graduation from high school and one year of maintenance and repair experience in construction, building, or grounds maintenance.

Maintenance Worker II (in addition):

- two years of maintenance and repair experience in construction, building and grounds maintenance at least one year of which shall have been equivalent to the Maintenance Worker I classification.