MARIPOSA COUNTY RESOLUTION NO. 85-251

CREATING A
DEPARTMENT OF VEHICLE MAINTENANCE

WHEREAS, the County of Mariposa lacks a centrally located and accountable maintenance program for County vehicles, and

WHEREAS, the lack of such a program has created a lack of proper vehicle maintenance in many instances, and

WHEREAS, it would be economically beneficial for the County to institute a Department of Vehicle Maintenance, and

WHEREAS, a Department of Vehicle Maintenance which would require regular and routine maintenance of County vehicles would increase the life and safety of County vehicles;

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of Mariposa County as follows:

1. The Board of Supervisors hereby establishes a separate Department within the County of Mariposa to be known as "Department of Vehicle Maintenance".

2. The Department of Vehicle Maintenance shall be supervised by a Department Head serving at the pleasure of the Board of Supervisors.

3. The Department Head shall be paid an annual salary of Sixteen Thousand Dollars ($16,000.00), plus regular County benefits.

4. For the Fiscal Year 1985-86, the Department of Vehicle Maintenance will be funded through the Maintenance Budget of all Departments save and except the Road Department.
5. The Department of Vehicle Maintenance shall be responsible for all service, maintenance and repair of County-owned and leased vehicles with the exception of the Road Department vehicles. The responsibilities will include but not be limited to arranging for fuel, tires, accessories, and any outside service necessary. The Department Head will purchase all materials pertaining to the proper maintenance and repair of County vehicles in accordance with County purchasing policies.

The job description of the Department Head shall be as follows:

"Be responsible for the ongoing maintenance of all County owned or leased motor vehicles (with exception of the Road Department). To schedule and perform routine maintenance, to keep records on all vehicles pertaining to use, repairs, depreciation, and total costs. Arrange for and supervise outside maintenance. Set up and supervise bid procedures for outside maintenance, purchase of fuels, tires, parts and other services. Schedule maintenance and inspect County owned fire apparatus in cooperation with the Mariposa County Fire Warden, and the County Volunteer Fire Departments. Assist, when required, CDF Maintenance in repairs of County fire equipment at CDF garage. Furnishes own hand tools. Must be capable of handling both automobiles and trucks of various complexities and ages, including ability to maintain tune-ups.

Typical maintenance tasks (inspect and repair
if necessary):

1. Tuneups
2. Lub and Oil
3. Brakes
4. Tire Replacement, or Repair or Rotation
5. Wheel Balance
6. Engine Maintenance Outside of the Block
7. Minor Body Work
8. Clean Up Exterior and Interior
9. Safety Inspection

Major overhaul, front-end alignment, and major body repair may be contracted for.

All County vehicles, with the exception of the Road Department, are required to use this service. Scheduling will be made by Vehicle Maintenance Department Head."

6. This program shall be mandatory for all vehicles owned or leased by the County save and except the Road Department vehicles.

7. The Vehicle Maintenance Department shall be created upon execution of this Resolution and the program shall be instituted upon proper publication and advertisement for the qualified Department Head and upon the hiring of that Department Head.

PASSED AND ADOPTED this 13th day of August, 1985, by the Board of Supervisors of Mariposa County by the following vote:

AYES: Taber, Radanovich, Barrick, Erickson, Dalton

NOES: None
ABSENT:  None
ABSTAINED: None

EUGENE P. DALTON, JR., Chairman
Board of Supervisors

ATTEST:

GERALD McCARTHY

GERALD MC CARTHY, County Clerk and
Ex Officio Clerk of the Board

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

JEFFREY C. GREEN, County Counsel