

DEPARTMENT: Personnel BY: Richard J. Benson PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Approve an amendment to the Maintenance Worker III-Facilities job description by adding language to include that this position may also be assigned to the Jail location.

For several years the County entered into a Professional Services Agreement with an individual to perform general maintenance duties at the Jail Facility. The individual can no longer meet the insurance requirements in the agreement because of rising insurance costs. As a result, the Sheriff has requested that the maintenance duties be performed by an extra-help Maintenance Worker III-Facilities position. In order to accommodate his request the job description needs amending to include language that is unique to the Jail. The proposed additions are that this position may be assigned to the Jail Facility and receive supervision from the Jail Facility Manager or the Sheriff; further, this position may require the ability to work with and around inmates and pass a criminal background check.

There is funding for this position in the Sheriff's Inmate Welfare Fund line item, which will be transferred to the Extra-Help line item during Final Budget Hearings.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

From time to time the Board of Supervisors has approved amendments to job descriptions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve, and the Maintenance Worker at the Jail facility would either work in the existing classification without the additional language, or develop a new job description specifically for the jail.

Financial Impact? (X) Yes () No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$		
Source:		Job Description
Internal Transfer		
Unanticipated Revenue	_____ 4/5's vote	
Transfer Between Funds	_____ 4/5's vote	
Contingency	_____ 4/5's vote	
() General () Other		

CLERK'S USE ONLY:

Res. No.: 10-349 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____
MW Approved
() Minute Order Attached () No Action Necessary

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

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
Comments:

CAO: *[Signature]*

MAINTENANCE WORKER III - FACILITIES

DEFINITION

To perform a variety of skilled and semi-skilled tasks in the construction, installation, maintenance and repair of County facilities, buildings and grounds; to operate light and heavy power-driven equipment; and to perform related duties and responsibilities as required.

This position is typically assigned to the Facilities Division of the Public Works Department and may be assigned to the Mariposa County Jail Facility. If assigned to the Jail Facility, the incumbent must work with and around inmates.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Maintenance Supervisor – Facilities and Public Works Director or from the Jail Facility Manager or the Sheriff/Coroner.

May exercise lead direction over Maintenance Workers I and II – Facilities.

EXAMPLES OF ESSENTIAL FUNCTIONS

Inspects County grounds, buildings, facilities and related areas to help determine maintenance, improvement and repair needs.

Performs a variety of skilled and semi-skilled maintenance and construction work, including but not limited to building and repairing walls and fences, building and repairing roofs, performing interior carpentry work, installing / maintaining / repairing mechanical, plumbing, electrical and HVAC equipment and systems, maintaining swimming pools and related equipment, maintaining and repairing water / wastewater system equipment and systems, painting various surfaces, etc.

Performs moderately complex reinforced concrete work in the preparation of slabs, footings and walls, except where special engineering is involved.

Performs a variety of groundskeeping work, including but not limited to mowing turf, installing landscape plants and materials, pruning and trimming shrubs and trees, installing and maintaining irrigation equipment, cleaning and maintaining parking lots, removing trash and debris from grounds, etc.

Sprays herbicides for control of exterior weeds and brush, and pesticides in interiors and exteriors of facilities for a variety of insect pests as required, using appropriate types of chemicals.

Repairs roads, parking lots and other paved surfaces; assists with snow removal operations.

May monitor water / wastewater treatment plant operations, including maintaining various daily logs and records, collecting water / wastewater samples and performing routine tests, adjusting chemical levels to ensure water quality, troubleshooting and resolving problems with equipment and systems, coordinating repair work with outside service providers as necessary, etc.

Operates and performs minor maintenance on a variety of light and heavy equipment, including snow removal equipment, mowers, tractors, back hoes, pick up trucks and other power-driven equipment; uses welding tools and a variety of other hand and power tools.

Maintains assigned equipment in clean, safe operating condition; prepares related records.

Performs general custodial duties as required.

Performs all work in compliance with applicable laws and regulations, County and department policies and procedures, and standards of quality and safety.

Provides lead direction of lower-level maintenance personnel as assigned; offers training and assistance as needed.

Assists in maintaining supply inventory.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent federal, state and local laws, regulations, codes and ordinances.

County and department policies and procedures.

Basic building maintenance methods and procedures, including electrical, carpentry, mechanical, painting, plumbing, HVAC and custodial work.

Operations and maintenance requirements for water distribution systems, wastewater collection systems and treatment plants, recreational and pool facilities.

Proper grounds maintenance and landscaping methods, procedures and techniques.

Safe use and maintenance of building maintenance, grounds maintenance, landscaping and groundskeeping materials, tools and equipment.

Principles of training and leadership.

Record-keeping and report preparation methods.

Basic mathematics.

Safe work practices.

Ability to:

Understand and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.

Understand and follow oral and written instructions.

Provide effective training and leadership as assigned.

Maintain and repair electrical, plumbing, HVAC, mechanical and irrigation systems, swimming pools, water and wastewater equipment and systems.

Perform skilled welding, carpentry and painting work.

Perform heavy manual work.

Read and interpret blue prints and other technical drawings.

Skillfully and safely operate trucks, power-driven equipment and tools.

Maintain and perform minor repair of equipment used in building and grounds maintenance work.

Maintain accurate logs and records.

Perform required mathematical computations with accuracy.

Communicate effectively in both oral and written form.

Establish and maintain effective working relationships with those contacted in the course of work.

Meet the physical requirements necessary to safely and effectively perform assigned duties.

TYPICAL WORKING CONDITIONS

Work is performed both indoors and outdoors. Incumbent may travel to various work sites throughout the County to perform maintenance duties, which requires exposure to traffic and construction hazards, machinery hazards, herbicides/pesticides, electrical currents, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, solvents, grease/oil, toxic or caustic chemicals, vibration. Worker may occasionally work past normal office hours to complete assignments.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to perform building and grounds maintenance duties. Requires the ability to sit and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing maintenance work; lift and/or move up to 50 pounds frequently and up to 100 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating maintenance equipment. Must be able to use a telephone to communicate verbally.

MINIMUM QUALIFICATIONS

Experience:

Three years of construction, and building and grounds maintenance, at least two years of which shall have been equivalent to the Maintenance Worker II – Facilities in Mariposa County.

Education:

High school diploma or GED equivalent.

Additional Requirements:

Possession of a valid California Class C driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Depending on the assignment, some positions may require the ability to pass a criminal background check and the ability to work with and around inmates, or the possession of one or more of the following:

Pool Operator Certificate.

Qualified Applicator's Certification for herbicides and pesticides.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation Date: 12/04 (B/S 04-545, 546)

Revision date: 12/05 (B/S Res. 05-596); 02/06(B/S Res. 06-73); 08/10 (B/S Res. 10-399)