

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

RECOMMENDED ACTION AND JUSTIFICATION:

Approve the proposed job descriptions of Maintenance Worker I/II-Solid Waste, Maintenance Worker III-Solid Waste, and Maintenance Supervisor-Solid Waste and assign the appropriate classification to the respective employees in the Solid Waste Division.

The current employees in this division have been working under the classifications of Maintenance Worker I/II-Facilities, Maintenance Worker III-Facilities, and Maintenance Supervisor-Facilities. These classifications do not fully represent the essential functions performed by these employees; however, at the time the landfill duties were assumed by the County, these classifications were most appropriate. The incumbents will continue to receive the same salaries and will continue to be represented by SEIU.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On December 21, 2004, the Board approved the County's assumption of duties at the County Landfill. On January 18, 2005, the Board approved the allocation of two new positions for the Facilities division to be used to staff the landfill, a Maintenance Supervisor-Facilities and a Maintenance Worker III-Facilities. Later that year, the Board approved moving these positions to the Solid Waste Division so salary expenses could be paid directly from that budget rather than going through the Facilities budget. Finally, on December 20, 2005 the Board authorized the allocation of six full-time Maintenance Worker I/II-Facilities positions to operate the Compost Facility, Landfill and Recycling Center with the idea that new job descriptions would be developed at a later time.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Negative action would result in Solid Waste employees continuing to work in Facilities classifications even though they are performing Solid Waste job duties.

Financial Impact? () Yes (X) 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 Descriptions
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.: 10-457 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____
hmw 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: 

MAINTENANCE WORKER I/II-SOLID WASTE

DEFINITION

To perform solid waste and recycling work assignments at the Mariposa County solid waste facilities; and to perform related duties and include the Mariposa County Landfill, Recycling Transfer Stations.

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The solid waste facilities acility, and the regional

Maintenance Worker I-Solid Waste is the under close supervision, incumbents perform assignments while learning County policies staffed with Maintenance Worker II-Solid level after gaining experience and achieving proficiency which meet the requirement for the higher level.

*10-457
Thanks ☺*

e class series. Initially d recycling work fication is flexibly lly advance to the higher

Maintenance Worker II-Solid Waste is the journey-level classification in the series Positions in this class perform the full range of duties and are expected to have a thorough knowledge of departmental procedures and policies. Work assignments are received with general technical instruction and objectives with some latitude for independence in the selection of courses of action. Work is reviewed periodically by supervisor for conformance to instructions, policies, procedures, standards, and regulations.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Maintenance Supervisor-Solid Waste, Solid Waste and Recycling Manager, or Public Works Director.

EXAMPLES OF ESSENTIAL FUNCTIONS

Visually checks loads of solid waste brought to the solid waste facilities for unsuitable materials.

Physically sorts solid waste and recyclables in preparation of further processing.

Maintains and performs minor repairs on buildings, equipment, and leachate collection system.

Maintains and repairs litter and silt fences.

Operates a variety of light or medium-sized automotive equipment such as forklifts and loaders.

Operates an automated scale to weigh loads and reads printouts.

Operates touch screen controls on sort line.

Calculates cubic yards for smaller loads.

Operates a cash register to compute charges, collect fees, make accurate change and reconcile daily fee collections.

Establishes and maintains cooperative, effective, and productive working relationships using tact, patience and courtesy.

Communicates effectively with the public.

Collects data, maintains various databases, performs log entries, and completes various forms and reports for tracking and billing purposes.

Performs sampling of air and water and records results.

Provides technical assistance to the public and businesses on the telephone and in person regarding proper solid waste and recycling programs.

Appears for scheduled work with regular, reliable and punctual attendance.

Effectively plans and organizes work and completes tasks within prescribed timeframes.

Performs custodial duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

Safe procedures, methods, tools and equipment used in general maintenance work.

Procedures and methods used in general grounds maintenance.

Operations, minor field maintenance, repair and adjustment of assigned equipment.

Provisions of the California Vehicle Code applying to the operation of vehicles and safety requirements – safe driving practices.

Basic mathematics.

Cash register operations and cashiering procedures.

Basic record-keeping practices.

Standard office machines and equipment such as telephone, calculator, personal computer, fax and copy machine.

Ability to:

Maintenance Worker I-Solid Waste

Understand and execute written and oral instructions.

Skillfully and safely operate assigned tools and equipment.

Maintain a variety of equipment and tools.

Maintain accurate accountability for all materials and equipment.

Perform heavy manual labor.

Establish and maintain effective work relationships with the public, businesses, coworkers and other agencies.

Ability to educate the public, both on the telephone and in person, on solid waste disposal methods and recycling options.

Foster a team environment.

Be discreet when dealing with sensitive issues.

Work outdoors in a variety of weather conditions.

Operate computerized scales with accuracy.

Compute fees, receive money and make accurate change.

Complete forms and prepare reports.

Maintenance Worker II-Solid Waste (In addition to the above)

Make estimates for material requirements.

Work alone with minimal supervision.

TYPICAL WORKING CONDITIONS

Work is performed indoors and in field environments, sometimes under adverse weather conditions including extreme heat or cold, and wetness. Adverse working conditions may include above average noise, traffic and machinery hazards, working in heights, exposure to fumes/dust, odor, and skin irritants, and standing for long periods of time.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work indoors and in a field environment. Requires the ability to walk, stand, stoop, climb, balance, bend, kneel, crouch, squat, crawl, twist, and reach while performing duties; lift and/or move more than 50 pounds of weight; perform grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment, tools and specialized equipment. Must be able to use a telephone to communicate verbally and keyboard to communicate through written means to review information and enter/retrieve data, to see and reach characters on a computer screen. Requires the strength and stamina to perform operational duties such as on the sort line, scale house and on the landfill working face.

MINIMUM QUALIFICATIONS

Experience:

Maintenance Worker I-Solid Waste

One year of experience in the solid waste and recycling industry or building and grounds maintenance and working with the public. Experience with computers, small tools, and cashing is desirable.

Maintenance Worker II-Solid Waste

Two years of experience in the solid waste and recycling industry or building and grounds maintenance comparable to that of the Maintenance Worker I-Solid Waste in Mariposa County. Some experience with computers, small tools, building and ground maintenance is required. Experience with cashing is desirable. Possession of a Class B license is desirable.

Education: (Both Maintenance Worker I/II-Solid Waste)

High School diploma or GED equivalent.

Additional Requirements: (Both Maintenance Worker I/II-Solid Waste)

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

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

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.

MAINTENANCE WORKER III-SOLID WASTE

DEFINITION

To perform a variety of skilled and semi-skilled solid waste and recycling assignments at the Mariposa County solid waste facilities, which includes the Mariposa County Landfill, Recycling Center, Compost Facility, and the regional transfer stations; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Maintenance Supervisor-Solid Waste, Solid Waste and Recycling Manager, or Public Works Director.

Exercises lead direction over Maintenance Workers I/II-Solid Waste.

EXAMPLES OF ESSENTIAL FUNCTIONS

Performs inspections at all solid waste facilities to help determine maintenance, improvement, and repairs needed.

Performs a variety of skilled and semi-skilled maintenance and construction work related to solid waste facilities, including but not limited to repairing fences, installing erosion control measures, minor building repairs, and installing, maintaining, and repairing mechanical equipment, and leachate collection system.

Troubleshoots and resolves problems with equipment and systems; coordinates repair work with in-house or outside service providers as necessary.

Performs general maintenance and repair work on mechanical, plumbing, electrical, and ventilation systems.

Maintains haul roads to the working face of the landfill and able to create new roads on the landfill as needed.

Operates a variety of light or medium-sized equipment such as forklifts and loaders; may operate specialized landfill and compost facility equipment; performs minor maintenance activities on equipment.

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

May assist with implementing landfill development and design principals associated with tasks such as fill sequence, erosion control, and daily cover applications.

May assist with implementing composting best management practices and troubleshooting.

May assist with operation of Household Hazardous Waste collection activities.

Establishes and maintains cooperative, effective, and productive working relationships with the public and co-workers using tact, patience, and courtesy.

Collects, enters and retrieves data from a computer, maintains various databases, performs log entries, completes various forms and reports for tracking and billing purposes; may interpret computer printouts related to the compost operations.

Performs sampling of air and water and records results; maintains sampling equipment.

Appears for scheduled work with regular, reliable and punctual attendance.

Effectively plans and organizes work and completes tasks within prescribed timeframes.

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 Maintenance Workers I and II as assigned and 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 related to solid waste.

County and department policies and procedures.

Solid waste and recycling system in Mariposa County.

Safe procedures, methods, tools and equipment used in general maintenance work.

Proper procedures and methods used in general grounds maintenance.

Operations, minor field maintenance, repair and adjustment of assigned equipment.

Provisions of the California Vehicle Code applying to the operation of vehicles and safety requirements – safe driving practices.

Basic mathematics.

Cash register operations and cashiering procedures.

Basic record-keeping and report preparation methods.

Standard office machines and equipment such as telephone, calculator, personal computer, fax and copy machine.

Principals of training and leadership.

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 execute written and oral instructions.

Provide effective training and leadership, as assigned.

Skillfully and safely operate assigned tools and equipment.

Maintain a variety of equipment and tools.

Maintain accurate accountability for all materials and equipment.

Read and interpret equipment and vehicle operator manuals.

Maintain accurate logs and records.

Perform required mathematical computations with accuracy.

Establish and maintain effective work relationships with the public, businesses, coworkers and other agencies.

Ability to educate the public, both on the telephone and in person, on solid waste disposal methods and recycling options.

Foster a team environment.

Be discreet when dealing with sensitive issues.

Operate computerized scales with accuracy.

Compute fees, receive money and make accurate change.

Make estimates for material requirements.

Work alone with minimal supervision.

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

TYPICAL WORKING CONDITIONS

Work is performed indoors and in field environments, sometimes under adverse weather conditions including extreme heat or cold, and wetness. Adverse working conditions may include above average noise, traffic and machinery hazards, working in heights, exposure to fumes/dust, odor, and skin irritants, and standing for long periods of time. Worker operates hand and electrical tools. May be required to work over 40 hours in a work week. May be required to travel to various transfer stations throughout the County to perform maintenance duties or conduct inspections.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work indoors and in a field; ability to walk, stand, stoop, climb, balance, bend, kneel, crouch, squat, crawl, twist, and reach while performing duties; 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; perform grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment, tools and specialized equipment. Must be able to use a telephone to communicate verbally and keyboard to communicate through written means to review information and enter/retrieve data, to see and reach characters on a computer screen. Requires the strength and stamina to perform operational duties such as on the sort line, scale house and on the landfill working face.

MINIMUM QUALIFICATIONS

Experience:

Three years of experience in the solid waste and recycling industry and working with the public, at least two years of which shall have been equivalent to the Maintenance Worker II-Solid Waste in Mariposa County. Some experience with computers, small tools, building and ground maintenance is required. Experience with cashiering is desirable. Hazardous Waste Operations (HAZWOPER) certification is desirable. CPR and First Aid certification desirable.

Education:

High school diploma or GED equivalent.

Additional Requirements:

Possession of a valid California Class C driver's license and the ability to obtain a valid Class B driver's license within six months of employment.

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

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

Creation Date: 09/10 (B/S Res. 10-457)

MAINTENANCE SUPERVISOR-SOLID WASTE

DEFINITION

To plan, coordinate, and supervise the work of Maintenance Workers, to perform a variety of skilled solid waste and recycling assignments at the Mariposa County solid waste facilities, which includes the Mariposa County Landfill, Recycling Center, Compost Facility, and the regional transfer stations; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Solid Waste and Recycling Manager and Public Works Director.

Exercises direct supervision over Solid Waste maintenance workers.

EXAMPLES OF ESSENTIAL FUNCTIONS

Plans, coordinates, supervises, and participates in landfill, recycle, and compost operations and maintenance activities.

Consults with and keeps the Solid Waste and Recycling Manager informed of activities.

Assists in the development and implementation of the division goals, objectives, policies, and procedures.

Assists in developing operation specific policies and procedures.

Assists with setting division work priorities, planning, and organizing activities.

Coordinates with the Solid Waste and Recycling Manager to develop routine as well as mid- and long-range work schedules.

Supervises assigned staff including assigning work, advising, assisting, motivating and training as necessary.

Evaluates performance of assigned staff and participate in the selection of new employees, including making recommendations regarding hiring, discipline, transfer and termination.

Reviews work of staff for accuracy and completeness; notifies Solid Waste and Recycling Manager of deviations from established policies and time lines; ensure work complies with established policies and procedures, applicable laws and regulations, and standards of quality and safety.

Performs inspections at all solid waste facilities to help determine maintenance, improvement and repairs needed.

Supervises and participates in a variety of skilled and semi-skilled maintenance and construction work related to solid waste facilities, included but not limited to, repairing fences, installing erosion control measures, minor building repairs, and installing, maintaining, and repairing mechanical equipment and leachate collection system.

Troubleshoots and resolves problems with equipment and systems and coordinates repair work with in-house or outside service providers as necessary.

Oversees the inventory of parts, tools, equipment, and safety supplies to support efficient operations; orders inventory as needed, maintains inventory database, and tracks associated costs.

Oversees environmental monitoring related to the landfill and compost operations.

Conducts safety meetings, trains staff in the proper use of tools, equipment and personal protective equipment and maintains training database.

Assists in developing and maintaining a recordkeeping system that provides for proper evaluation, control and documentation of assigned operations and assists in preparing related reports.

Assists in coordinating division activities with other divisions, departments and agencies, as appropriate.

Responds to concerns, complaints and inquiries from private citizens and requests for assistance regarding division policies, programs and projects.

May be asked to attend and report on various meetings and hearings.

Performs clerical work as required, including answering phones, copying, filing, entering and retrieving data, researching, preparing reports, and other similar activities.

Appears for scheduled work with regular, reliable and punctual attendance. Establishes and maintains cooperative, effective, and productive working relationships with the public and coworkers using tact, patience and courtesy. Effectively plans and organizes work and completes tasks within prescribed timeframes.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent federal, state and local laws, regulations, codes, and ordinances related to solid waste, recycling, and household hazardous waste.

County and department policies and procedures.

Principles and practices of solid waste planning and operations, waste reduction, recycling and composting activities, transfer station operations, household hazardous waste, landfilling practices, and leachate and gas collection systems.

Solid waste and recycling system in Mariposa County.

Environmental monitoring, equipment maintenance, data collection, and reporting.

Safe procedures, methods, tools and equipment used in general maintenance work.

Proper procedures and methods used in general grounds maintenance.

Principles and practices of preventative maintenance.

Operations and maintenance of landfill, recycling center, and compost facility maintenance requirements of associated equipment.

Provisions of the California Vehicle Code applying to the operation of vehicles and safety requirements – safe driving practices.

Basic mathematics including fractions and percentages.

Cash register operations and cashiering procedures.

Recordkeeping, database management, and report preparation methods.

Standard office machines and equipment such as telephone, calculator, personal computer, fax and copy machine.

Principals and practices of training, leadership and effective supervisor skills.

Safe work practices.

Ability to:

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

Synthesize research results and use these results as a basis for recommendations.

Effectively organize and prioritize work.

Effectively communicate both orally and in writing to a variety of audiences including supervisor, staff, and the general public.

Make effective group presentations.

Understand and execute written and oral instructions.

Manage resources through planning, forecasting, feedback, and control.

Establish and maintain effective and tactful working relationships with co-workers, contractors, public officials, regulatory agency representatives, and the general public.

Mediate and tactfully resolve controversial issues.

Effectively supervise, train, assign, inspect and evaluate work of subordinate staff.

Skillfully and safely operate assigned tools and equipment.

Maintain a variety of equipment and tools.

Develop and maintain accurate accountability systems for all materials and equipment.

Compile data and prepare records and reports.

Read and interpret equipment and vehicle operator manuals.

Develop, as needed, and maintain accurate logs and records.

Perform required mathematical computations with accuracy.

Ability to educate the public, both on the telephone and in person, on solid waste disposal methods and recycling options.

Foster a team environment.

Be discreet when dealing with sensitive issues.

Operate computerized scales with accuracy.

Compute fees, receive money and make accurate change.

Make estimates for material requirements.

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

TYPICAL WORKING CONDITIONS

Work is performed indoors and in field environments, sometimes under adverse weather conditions including extreme heat or cold, and wetness. Adverse working conditions may include above average noise, traffic and machinery hazards, working in heights, exposure to fumes/dust, odor, and skin irritants, and standing for long periods of time. Worker operates hand and electrical tools. May be required to work over 40 hours in a work week. May be required to travel to various transfer stations throughout the County to perform maintenance duties or conduct inspections.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work indoors and in a field; ability to sit and intermittently walk, stand, stoop, climb, balance, bend, kneel, crouch, squat, crawl, twist, and reach while performing duties office duties and/or activities related to operations of landfill, recycle center, compost facility and transfer stations; 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; perform grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment, tools and specialized equipment. Must be able to use a telephone to communicate verbally and keyboard to communicate through written means to review information and enter/retrieve data, and to see and reach characters on a computer screen. Requires the strength and stamina to perform operational duties such as on the sort line, scale house and on the landfill working face.

MINIMUM QUALIFICATIONS

Experience:

Three years of increasingly responsible experience in the solid waste and recycling industry and working with the public, at least one year of which was in a lead capacity. Some experience with computers, small tools, building and ground maintenance is required. Experience with cashiering is desirable.

Education:

High school diploma or GED equivalent.

Additional Requirements:

Possession of a valid California Class C driver's license and the ability to obtain a valid Class A or B driver's license within six months of employment.

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

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