

DEPARTMENT: Personnel

By: Jeffrey G. Green

PHONE: 209/966-3222

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

Approve the proposed class specification of Fleet Superintendent, set the salary at range 222 (\$2,941 - \$3,575), and assign the new class to MCMCO. This position will be the managerial head of fleet and equipment management for the Public Works Department and will serve to accomplish the established goals and objectives within the Fleet Division.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

During the 2002/2003 fiscal year budget hearings, the Board approved the elimination of the Equipment Mechanic Supervisor and the allocation of a Fleet Superintendent position when staff returns with a proposed class spec and salary proposal. Presently, the position is vacant with an individual serving as interim Equipment Mechanic Supervisor.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Adopt this action as proposed.
- Amend this action as the Board desires and adopt.

COSTS: () 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:

Class Spec

CLERK'S USE ONLY:

Res. No.: 02-408 Ord. No. _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

[Signature] Approved () 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



COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222


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MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JEFF GREEN, County Counsel
FROM: MARGIE WILLIAMS, Clerk of the Board 
SUBJECT: Proposed Class Specification of Fleet Superintendent
Resolution No. 02-408

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on November 12, 2002

ACTION AND VOTE:

Approve the Proposed Class Specification of Fleet Superintendent, Set the Salary at Range 222 (\$2,941 - \$3,575), and Assign the New Class to Mariposa County Managerial/Confidential Organization (MCMCO) (Personnel)

BOARD ACTION: Discussion was held with Jeff Green, Interim Personnel Officer.

Kristy Waskiewicz, AFSCME Local 2703 representative, stated she feels the proposed salary is inadequate based on the duties of the position. She stated she feels that this position still has significant fiscal responsibilities, and cited an example of the duties in this category. She also referred to salaries of similar positions in surrounding areas, and noted they are higher. She stated she recommends the 245-salary range, and feels that is still low.

Discussion was held. It was noted that this position would be reviewed in context with the class and compensation study currently being conducted, and that the salaries are also reviewed in relation to the County's structure. (M)Parker, (S)Pickard, Res. 02-408 was adopted/Ayes: Unanimous. (Note: On December 3, 2002, during the approval of these minutes, it was noted that the correct salary for range 222 is \$2,854 - \$3,469.)

cc: Jim Petropulos, Public Works Director
Ken Hawkins, Auditor
Sandi Laird, Personnel
Mary Hodson, Administrative Analyst
File

MARIPOSA COUNTY

JOB TITLE: Fleet Superintendent

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under administrative direction, perform responsible managerial work by planning, organizing, overseeing, and supervising the purchase and maintenance of County-owned motor vehicles and heavy equipment, including the Sheriff's vehicles, Fire vehicles, Fleet cars, Road equipment, Facilities vehicles and other motor vehicles and equipment.

This class is the managerial head of fleet and equipment management for the Department of Public Works. 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 within the Fleet Division.

This is a managerial position assisting and serving in the absence of the Director in the accomplishment of established goals and objectives within the Fleet Division.

SUPERVISOR: Public Works Director or Assistant Director as assigned

TYPICAL DUTIES

- Provides records, justification, and support to assist the Fiscal Officer in complex fleet-related calculations such as fund transfers and rate setting
- Performs the entire variety of high level mechanical repair on all types of vehicles as required by workload and available staffing
- Plans, prioritizes and directs the service and repair of County vehicles and equipment
- Assists in development and implementation of policies, procedures and Board resolutions related to the division's functions and departmental budgets and accounting thereof

MARIPOSA: Fleet Superintendent

- Writes specifications and bid packages for new vehicles, shop equipment, supplies and related equipment
- May receive and investigate vehicle problems; receives safety grievances
- Prepares operating and safety manuals and ensures that safety procedures are followed
- Oversees a variety of records on the vehicle usage, cost accounting, maintenance, assignment, parts and supplies and inventories
- May supervise, assign and inspect the work of equipment mechanics in the maintenance, repair and overhaul of a variety of vehicles, heavy equipment, buses and trailers
- Orders parts and supplies
- Receives calls for repairs and schedules necessary repairs and maintenance
- May diagnose and repair a wide variety of light and heavy vehicle equipment, parts and systems
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS:

Knowledge of:

- modern principles, methods and practices related to fleet management and the operation of automotive and heavy equipment maintenance and repair shops
- principles and methods used in a program of preventative maintenance for automotive and heavy equipment
- safe work practices and federal and state safety regulations

Ability to:

- establish and maintain effective working relationships with those contacted in the performance of required

MARIPOSA: Fleet Superintendent

- duties with government agencies, other County departments and officials, and the general public
- supervise the maintenance of records and inventories pertaining to parts, equipment repair and servicing schedules, operation, etc.
- supervise and evaluate subordinate employees
- maintain a variety of records
- meet the physical requirements necessary to safely and effectively perform required duties
- communicate effectively in both oral and written forms

MINIMUM QUALIFICATIONS

Equivalent to high school graduation and six years of increasingly responsible experience in light and heavy equipment and vehicle maintenance and repair, at least two years of which shall have been at a level equivalent to an Equipment Mechanic position. Two of the six years shall also have been at a level equivalent to an Equipment Mechanic Supervisor or foreman level position. An Associate in Arts degree Automotive/Heavy Equipment Maintenance can be substituted for two years of mechanic experience.

Or

Associate in Arts degree from an accredited* college in Automotive/Heavy Equipment Maintenance or equivalent, and three years of administrative and supervisory experience.

Possession of: a valid California driver's license.
Possession of a Class B driver's license is desirable.

***Note: Accredited colleges or universities by one of the six nationally recognized regional accreditation agencies which includes the Western Association of Schools and Colleges (WASC) and/or the Accreditation Board for Engineering and Technology (ABET).**