



# COUNTY of MARIPOSA

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DISTRICT V



## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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TO: JANET HOGAN, County Administrative Officer  
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*  
SUBJECT: Approve Revised Classification Specification for Maintenance Foreman and Authorize Filling One Position; Res. 00-48

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on February 1, 2000

#### ACTION AND VOTE:

Janet Hogan, County Administrative Officer;  
Approve Revised Classification Specification for Maintenance Foreman and Authorize Filling One Maintenance Foreman Position, Facilities Maintenance Division, Department of Public Works (Continued from 1/25/00)

**BOARD ACTION:** Janet Hogan reviewed the revisions in the classification specification.

Lisa Edelheit, Field Representative for Service Employees International Union, expressed areas of concern over the time frame in order to obtain certification and the salary compensation for the position. She feels it would be appropriate to expand the 18 month time-cap to 24 months to obtain the certification and that the salary should be adjusted to be equivalent to the equipment mechanic supervisor.

Discussion was held. Supervisor Stewart suggested that "all" be deleted from the required training.

Mike Edwards, Public Works Director, advised of processes already underway to bring in a trainer to assist employees with the certification process.

Lisa Edelheit commented on the need to create an incentive to keep people in the County jobs, she feels they will leave once trained and certified due to low compensation.

Following further discussion, (M)Balmain, (S)Stewart, Res. 00-48 adopted approving revised classification specification with a change in wording to delete "all" from the required training, and authorizing the position to be filled. Supervisor Pickard requested that the motion be amended to include direction for Public Works administration to focus on following through with training for the employees so they could obtain the necessary certifications – amendment was not agreeable with the second to the motion and was not included. Mike Edwards advised that they have processes underway to work with employees to receive training. Ayes: Unanimous.

Lisa Edelheit reiterated her concern with the compensation for the position.

cc: **Jeff Green, Personnel Director**  
**Jim Petropulos, Public Works Director**  
**Ken Hawkins, Auditor**  
**File**

**MARIPOSA COUNTY  
BOARD OF SUPERVISORS**

**AGENDA  
ACTION FORM**

2-1-00  
DATE: January 25, 2000 *Cont'd*  
AGENDA ITEM NO.: 8  
PHONE: 966-3222

DEPARTMENT: Administration

BY: Janet Hogan

**RECOMMENDED ACTION:**

(Policy Item: Yes \_\_\_ No )

Approve revised classification specification for Maintenance Foreman and authorize filling one Maintenance Foreman position, Facilities Maintenance Division, Department of Public Works.

**JUSTIFICATION:**

During review and adoption of the FY 1999-2000 budget, the Board of Supervisors approved a second Maintenance Foreman position for the Facilities Maintenance Division of the Department of Public Works and directed that further information be brought back for the Board's consideration before the position was actually filled. I conducted an in-depth review of tasks, responsibilities, assignments and existing staffing. Given the current functional structure where workers address all maintenance needs within assigned geographic areas, a second Foreman position is justified.

The existing classification specification ("class spec") was created in 1988 and last modified in 1989. It was not updated when the classification of Senior Maintenance Worker – Facilities was created in 1996. The existing class spec for the Foreman class closely resembles the Senior Maintenance Worker class spec, and fails to note the supervisory responsibilities of the classification. The revisions reflect current state and federal licensing requirements for waste water and water facilities, make the class spec consistent with the Senior Maintenance Worker – Facilities classification and reflect current duties and assignments.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

In 1988-89, for all the functions now included under Facilities Maintenance, staffing included one manager, 3 supervisors, 1 lead worker and 8 line workers. If the second Foreman position is approved to be filled, the Facilities Maintenance Division will have 1 manager, 3 supervisors, 4 lead workers and 8 line workers.

<b>COSTS:</b> ( <input checked="" type="checkbox"/> ) Not Applicable A. Budgeted Current FY \$ B. Total Anticipated Costs \$ C. Required Additional Funding \$ D. Internal Transfers \$ <b>SOURCE:</b> ( ) 4/5ths Vote Required \$ A. Unanticipated Revenues \$ B. Reserve for Contingencies \$ C. Source Description: _____ Balance in Reserve for Contingencies ,if approved: _____		<b>SPECIAL INSTRUCTIONS:</b> List the attachments and number the pages consecutively: Revised class spec for Maintenance Foreman – Facilities Existing class spec for Maintenance Foreman – Facilities Class spec for Senior Maintenance Worker Staffing comparison chart
<b>CLERKS USE ONLY:</b> Res. No. <u>00-48</u> Ord. No. _____ Vote - Ayes: _____ Noes: _____ Absent: _____ Abstained: _____ ( ) Approved ( ) Denied <input checked="" type="checkbox"/> 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		<b>ADMINISTRATIVE OFFICER'S RECOMMENDATION:</b> This item on agenda as: <input checked="" type="checkbox"/> Recommended _____ Not Recommended _____ For Policy Determination _____ Submitted with Comment _____ Returned for Further Action Comment: _____ _____ CAO's Initials: <i>JH</i>

FACILITIES MAINTENANCE STAFFING HISTORY

**FY 1988-89**

POSITION	NUMBER	SUB TOTALS		
DISTRICTS & FACILITIES DIVISION			SUMMARY:	
D & F Manager	1		Managers	1
Maint. Const. Supv.	1		Supervisors	3
MW III	1		Lead workers	1
MW II	1		Line workers	8
MW I	1			
		5		
BUILDING MAINTENANCE DIVISION				
Building Maint. Foreman	1			
Bldg/Grounds Maint. Wkr.	2			
Custodian	2			
		5		
PARKS & RECREATION DIVISION				
Parks Supervisor	1			
Parks Maintenance Wkr.	2			
		3		
TOTAL		13		

**FY 1999-00**

POSITION	NUMBER	SUB TOTALS		
FACILITIES MAINTENANCE DIVISION			SUMMARY:	
Facilities Maintenance Mgr.	1		Managers	1
Maintenance Foreman	2		Supervisors	3
Senior Maintenance Wkr.	4		Lead workers	4
MW II	3		Line workers	8
MW I	1			
Maintenance Shop Wkr.	1			
Supervising Custodian	1			
Custodian	3			
TOTAL		16		

**MARPOSA COUNTY**

**JOB TITLE:** MAINTENANCE FOREMAN

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

To plan, organize and direct the work of Facilities Maintenance staff and to perform a variety of skilled tasks in the construction, maintenance and repair of County facilities. Employees in this classification receive limited supervision within a broad framework of policies and procedures and frequently use independent judgment. Employees in this classification are responsible for planning and assigning work and completing performance evaluations for assigned subordinates. This job class functions at the first-line supervisory level of classification.

**SUPERVISOR:** Facilities Maintenance Manager

**TYPICAL DUTIES:**

- Schedule, direct and monitor the work of maintenance staff, seasonal workers and others
- Inspect facilities to determine needed maintenance and repairs and coordinate with other Foremen and Facilities Maintenance Manager to develop routine as well as mid- and long-range work schedules
- Review work of assigned subordinates to verify quality and completion of tasks
- Complete timely performance evaluations for subordinates, make recommendations for advancement and/or assist Facilities Maintenance Manager when disciplinary action is called for
- Conduct safety meetings; train staff in proper use of tools and equipment
- Collect and maintain data related to various aspects of facilities operations and maintenance; prepare reports based on collected data

TYPICAL DUTIES (cont'd)

- Assist in the development of and implementation of goals, objectives, policies and procedures for the Facilities Maintenance Division
- Perform a variety of facilities construction duties, including building walls, slabs, fences, roofs, installation of mechanical and electrical equipment and other facilities-related construction
- Provide mechanical, electrical, groundskeeping, custodial and structural repair and maintenance as needed to County facilities including solid waste disposal sites, parking lots, parks, swimming pools, rest areas, roads, sewer systems, wastewater treatment plants and water systems
- Insure that assigned equipment is in clean, running and safe operational condition
- Operate and perform minor maintenance on a variety of light and heavy equipment including snow removal equipment, backhoes, loaders, small tractors, mowers and other power-driven equipment
- Oversee inventory of parts, tools and equipment to support efficient operations and to appropriately control the use of County-owned items
- Direct supplies, parts, tools and materials ordering
- Attend and participate in training required to obtain and/or maintain required certifications
- Perform other related work as required

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles of employee supervision and training
- Safety practices

Knowledge of: (cont'd)

- Procedures and methods used in general grounds, parks, buildings and facilities maintenance work
- Operations and maintenance requirements for public swimming pools, water systems and wastewater treatment plants
- Operation, minor field maintenance, repair and adjustment of assigned equipment
- Provisions of the California Vehicle Code applying to the operation of assigned heavy equipment and safety requirements

Ability to:

- Supervise and train others
- Maintain and repair electrical, plumbing, mechanical and irrigation systems; swimming pools; solid waste disposal sites; sewer systems and water systems
- Perform difficult and technical tasks in the areas of welding, carpentry, painting, and custodial
- Read blue prints and apply information to locate water and sewer hook-ups, main lines and derive mechanical, electrical and structural information
- Skillfully and safely operate trucks, power-driven equipment and tools
- Maintain and perform minor repair of equipment used in buildings, grounds and facilities maintenance work
- Maintain inventory records
- Compile data and prepare reports
- Meet the physical requirements necessary to safely and effectively perform required duties

MARIPOSA: MAINTENANCE FOREMAN

- Effectively communicate, understand, and execute written and oral instructions
- Establish and maintain positive work relationships with those contacted in the performance of required duties

MINIMUM QUALIFICATIONS:

Equivalent to graduation from high school and five years of maintenance and repair experience in construction, building and grounds maintenance, water and/or wastewater systems maintenance at least two years of which shall have been at the advanced journey level serving as a lead worker

This position requires possession of:

- A valid Class B driver's license
- Grade I Wastewater Treatment Plant Operator Certificate or Operator-in Training Certificate
- Certified Pool Operator's Certificate

and a demonstrated ability to achieve all of the following within the first 18 months of employment:

- Grade I Water Treatment Plant Operator Certificate
- Qualified Applicator's Certificate for herbicides and pesticides
- American Water Works Association (AWWA) Backflow Prevention Tester Certificate

Failure to obtain or maintain required certificates will result in termination from this classification.

Created 4/88  
Modified 10/89  
Modified 2/00 (B/S Res. No. 00-48)