

DEPARTMENT: County Counsel/Personnel By: Jeffrey G. Green PHONE: 209/966-3222

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

Adopt this resolution approving the new class specification at a salary range of 226 (\$2,912-\$3,539) for the classification of Road Superintendent, eliminating the current classification of Deputy Director, Roads Division and authorizing the Department of Public Works to fill this new position. This classification will be assigned to MCMCO.

The incumbent Deputy Director, Roads Division recently tendered his resignation, and that position is presently vacant. With the new position of Assistant Director, Public Works approved during the 1998-99 budget process, the department believes this new nomenclature better reflects the actual position description as well as the current organizational structure. The request to fill the new position will staff the vacancy created by the resignation of the Deputy Director, Roads Division. The recommended salary range is equivalent to that of the Deputy Director, Roads Division and salary for this new position can be transferred from that existing budget line item. Because of both the lead work and formal supervision performed by classifications that will report to this new position, it has been determined that this classification be assigned to the Management and Confidential bargaining unit.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

Pursuant to action taken on September 23, 1997, the Board required their approval prior to filling any vacancies for positions assigned to either MCMCO or the Sheriff's Management Association.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Do not approve this proposed class specification and salary range.
2. Make any changes to this proposed class specification and salary range as deemed necessary by the Board.

**COSTS:** (X) 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:

1. Class Specification

2. CAO memo dated 11/20/98

\_\_\_\_\_

\_\_\_\_\_

**CLERK'S USE ONLY:**

Res. No.: 98-434 Ord. No. \_\_\_\_\_

Vote - Ayes: 5 Noes: \_\_\_\_\_

Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

Approved \_\_\_\_\_ ( ) Denied \_\_\_\_\_

( ) 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

**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]

MARIPOSA COUNTY

JOB TITLE: Road Superintendent

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist the Director, Public Works in planning, organizing, coordinating and directing the maintenance and construction of County roads and related structures; and to supervise the road maintenance and construction activities of the Department of Public Works. Employees in the 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. This job class is responsible for assisting the Director, Public Works in the overall management of the Road Division of the Department of Public Works.

SUPERVISOR: Director, Public Works or Assistant Director,  
Public Works, as assigned

TYPICAL DUTIES:

- Plans, schedules and assigns work and gives instructions on difficult problems in connection with the direction of the work of road maintenance and construction supervisors and their crews
- Directs the activities of specialized and regular maintenance or construction personnel
- Prepares, directs and coordinates a variety of construction and maintenance activities for the County
- Researches records and prepares a variety of technical and administrative reports
- Assists in managing the Road Division budget
- Reviews operating efficiency of construction and maintenance programs and makes recommendations for improvement

MARIPOSA: Road Superintendent

TYPICAL DUTIES (Cont'd):

- Assists in securing, training and evaluating the performance of personnel; recommends and executes appropriate disciplinary actions as necessary
- Recommends changes to solve operational problems
- Prepares estimates and implements special maintenance and minor improvement work
- May assist in the actual construction and maintenance of roads
- May operate a variety of light and heavy equipment including graders, backhoes, snow plows, wheel loaders, track loaders, trucks and pickups
- Secures contractors for operations such as snow plowing, weed spraying, striping and sealing; monitors work as required
- Performs other related duties similar to the above in scope and functions as required.

EMPLOYMENT STANDARDS

Knowledge of:

- principles of supervision and training
- basic principles of the equipment, tools and materials used in road construction and maintenance
- general principles of highway economics and financing
- basic principles of traffic engineering
- state and federal laws affecting the activities of the Department of Public Works, Road Division

MARIPOSA: Road Superintendent

Knowledge of (Cont'd):

- purposes, organization policies and procedures of the Road Division
- safety standards related to road maintenance and construction

Ability to:

- assign and supervise the work of others
- inspect road conditions and maintenance projects
- prepare comprehensive reports
- meet physical requirements necessary to perform the duties of the job
- prepare and manage a budget
- understand and execute written and oral instructions
- communicate effectively in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

High school graduation or GED and seven years of increasingly responsible experience in engineering, construction or maintenance of roads and streets which includes at least 5 years working in an oversight capacity with at least 2 years of responsibility for formal supervision and personnel evaluation. A valid Class B or A California driver's license is desirable.

RoadSuper.frm

Creation Date: 12/98

B/S 98-434 - 12/1/98