

96-140
4-7-76 Cont'd
3-19-96 Cont'd
97B

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

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

Adopt this resolution approving the attached new class specifications for the positions of Senior Maintenance Worker - Facilities and Senior Maintenance Worker - Roads, both at a salary range of 139, eliminating the existing class specification for the position of Senior Maintenance Worker, and reclassifying the employees listed below into the indicated new positions. Both classifications have been assigned to S.E.I.U.

Employee

New Position

Jeffrey G. Ellis	Senior Maintenance Worker - Facilities
Thomas G. Spacke	Senior Maintenance Worker - Facilities
Mitch W. Jonasky	Senior Maintenance Worker - Facilities
Thomas R. Deal	Senior Maintenance Worker - Roads
William P. Gorham	Senior Maintenance Worker - Roads
Keith Keenom	Senior Maintenance Worker - Roads
Kenneth Soden	Senior Maintenance Worker - Roads
Gordie Varney	Senior Maintenance Worker - Roads
Dennis R. Fiske	Senior Maintenance Worker - Roads

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."

In December, 1993, the Board approved new class specifications for employees in the Maintenance Worker I and II positions to more specifically define their assigned duties within the Road or Facilities Divisions of the Department of Public Works. This requested action regarding the Senior Maintenance Worker class specification(s) will extend that clarification of assigned duties to the advanced journey level of the class. The salary range of the position is not affected by this action.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve these requested new class specifications. There would be continued ambiguity regarding the assigned duties and the existing class specification for the position.

Make any changes, additions, or deletions to the attached proposed class specifications 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:

CLERK'S USE ONLY:

Res. No.: 96-140

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: 

MARIPOSA COUNTY

JOB TITLE: SENIOR MAINTENANCE WORKER - FACILITIES

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform a variety of skilled and semi-skilled tasks in the construction, repair, installation and maintenance of County facilities, buildings and grounds, and to operate heavy power-driven equipment. Employees in this classification receive limited supervision within a broad framework of policies and procedures and use independent judgment in the safe and effective operation of assigned machinery and equipment. Employees in this classification may direct and monitor the work of others in a lead capacity. This job class functions at an advanced journey level of classification.

DISTINGUISHING CHARACTERISTICS:

This classification is the advanced journey level of the Maintenance Worker series. This class is distinguished from the next higher classification of Maintenance Foreman in that the latter is responsible for planning and assigning work and has supervisory responsibilities including performance evaluations for assigned subordinate maintenance workers, while the former monitors and supervises employees in a lead capacity only and is not responsible for planning and directing overall work assignments.

SUPERVISOR: As assigned

TYPICAL DUTIES:

Typical duties, depending on assignment, may include the following:

- Performs a variety of facilities construction duties, including building walls, slabs, fences, roofs, installation of mechanical and electrical equipment and other facilities-related construction.
- Performs routine inspections and maintains County facilities to provide mechanical, electrical, groundskeeping, custodial and structural repair and maintenance as needed.

MARIPOSA: SENIOR MAINTENANCE WORKER - FACILITIES

TYPICAL DUTIES (Cont'd):

- Performs required maintenance to support operations of County facilities which may include solid waste, parking lots, parks, swimming pools, rest areas, public sewer systems, wastewater treatment plants and public water systems. Maintains special districts and facilities including repair of roads, parking lots, airport and tennis courts, such as sealing and patching deteriorated pavement spots.
- Ensures crews are on the job site, organized and ready to work; provides assistance, supervision and training to crews.
- Operates and performs minor maintenance on a variety of light and heavy equipment, including backhoes, loaders, small tractors, mowers, snow removal equipment and other power-driven equipment.
- Maintains equipment in clean, safe operating condition.
- Performs moderately complex reinforced concrete work as required including slabs, footings and walls up to 6' high, except where special engineering is involved.
- Constructs, installs and maintains cabinets, shelves and countertops for County buildings.
- Orders and maintains inventory of facilities supplies and related materials.
- Maintains records on facilities equipment and related items.
- 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.
- Performs other related work as required.

MARIPOSA: SENIOR MAINTENANCE WORKER - FACILITIES

EMPLOYMENT STANDARDS:

Employment standards, depending on assignment, may include the following:

Knowledge of:

- procedures and methods used in general grounds, parks, buildings and facilities maintenance work.
- basic facilities maintenance-related skills including electrical, plumbing, mechanical, welding, carpentry, painting, and custodial, and knowledge of heating, ventilation and air conditioning systems, weatherization requirements, irrigation systems, groundskeeping, swimming pools, solid waste operations, sewer systems, and water systems.
- 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 related safety requirements.
- principles of supervision and training.

Ability to:

- skillfully and safely operate trucks, power-driven equipment and tools.
- maintain and perform minor repair of equipment used in general buildings, grounds, and facilities maintenance work.
- perform heavy manual work.
- lead a crew of subordinate employees.
- safely operate and maintain facilities equipment.
- maintain inventory records.
- meet the physical requirements necessary to safely and effectively perform the required duties.
- understand and execute written and oral instructions.

MARIPOSA: SENIOR MAINTENANCE WORKER - FACILITIES

Ability to (Cont'd):

- communicate effectively in both oral and written form.
- establish and maintain effective working relationships with those contacted in the performance of required duties.

MARIPOSA: SENIOR MAINTENANCE WORKER - FACILITIES

MINIMUM QUALIFICATIONS:

Equivalent to graduation from high school and three years of maintenance and repair experience in construction, building and grounds maintenance and/or water and wastewater systems maintenance, at least two years of which shall have been equivalent to the Maintenance Worker II - Facilities classification; ability to obtain a valid Class B California driver's license within six months.

Depending on assignment, some positions may require possession of one or more of the following:

- a valid Class A California driver's license.
- Grade I Wastewater Treatment Plant Operator Certificate.
- Grade I Water Treatment Plant Operator Certificate.
- Qualified Applicator's Certification for herbicides and pesticides.

SrMW-Fac

Creation Date: 4/96

B/S 96-_____

MARIPOSA COUNTY

JOB TITLE: SENIOR MAINTENANCE WORKER - ROADS

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform a variety of skilled and semi-skilled tasks in the construction, repair, installation, and maintenance of County roads and to operate heavy, power-driven equipment. Employees in this classification receive limited supervision within a broad framework of policies and procedures and use independent judgment in the safe and effective operation of a variety of heavy equipment. Employees in this classification may direct and monitor the work of others in a lead capacity. This job class functions at an advanced journey level of classification.

DISTINGUISHING CHARACTERISTICS:

This classification is the advanced journey level of the Maintenance Worker series. This class is distinguished from the next higher classification of Maintenance and Construction Supervisor in that the latter is responsible for planning and assigning work and has supervisory responsibilities including performance evaluations for assigned subordinate maintenance workers, while the former monitors and supervises employees in a lead capacity only and is not responsible for planning and directing overall work assignments.

SUPERVISOR: As assigned

TYPICAL DUTIES:

- Operates and performs minor maintenance on a variety of light and heavy equipment including graders, wheel loaders, backhoes, snow plows, track loaders, and trucks.
- Ensures road crews are on the job site, organized and ready to work, and provides assistance, supervision and training to crews.
- Performs a variety of road construction duties including widening turns, widening shoulders, filling ditches, reconstructing small stretches of roads, and repairing bridges, guard rails, cattle guards and fences.
- Constructs forms and minor concrete structures; performs concrete work in the construction and maintenance of culverts, retaining walls up to 6' high, and related structures.
- Performs duties related to road repair including sealing, crack filling, overlays and patching.

MARIPOSA: SENIOR MAINTENANCE WORKER - ROADS

TYPICAL DUTIES (Cont'd):

- Grades dirt and graveled County roads to provide required upkeep.
- Inspects roads during all weather conditions and performs work such as snowplowing, sanding, tree removal, rock/debris removal, unplugging culverts, diversion of storm water flows, flood control and cleanup of slides and slip-outs.
- Flags for traffic and posts traffic control devices during road maintenance and construction work and emergency traffic diversions.
- Controls roadside weeds, brush and trees using appropriate types of herbicides and/or mechanical removal, chipping or burning.
- Maintains equipment in clean, safe operating condition.
- Installs and maintains County road signs and other traffic control devices.
- Performs other related work as required.

Depending on assignment, some positions may:

- Orders and maintains inventory of signing blanks, letters, and other related materials for sign fabrication and fabricates signs.
- Maintains records and inventories of signs, culverts and related items on the County road system.

EMPLOYMENT STANDARDS:

Knowledge of:

- road construction tools, equipment, materials and methods.
- operation, minor field maintenance, repair, and adjustment of assigned equipment.
- provisions of the California Vehicle Code that apply to the operation of trucks and other heavy equipment and related safety requirements.
- principles of supervision and training.
- laws pertaining to traffic signs.

MARIPOSA: SENIOR MAINTENANCE WORKER - ROADS

Ability to:

- skillfully and safely operate assigned heavy power-driven equipment.
- perform minor field repair, maintenance and adjustment of assigned equipment.
- perform heavy manual work.
- lead a crew of subordinate employees.
- use sign-making equipment.
- maintain inventory records.
- meet the physical requirements necessary to safely and effectively perform the required duties.
- understand and execute written and oral instructions.
- communicate effectively in both oral and written form.
- establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS:

Equivalent to graduation from high school and three years of maintenance and repair experience in road construction and maintenance, at least two years of which shall have been equivalent to the Maintenance Worker II - Roads classification; **and** ability to obtain a valid Class A California driver's license within six months.

Depending on assignment, some positions may require possession of one or both of the following:

- Blasting license.
- Qualified Applicator's Certification for herbicides.

SrMW-Roads

Creation Date: 4/96

B/S 96- _____