

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 extra-help only class specification for the position of Snow Plow Operator at an hourly salary tied to Step 1 of the salary range for Maintenance Worker II/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 the past, all County snow plow needs have been serviced by the Road Division utilizing its maintenance workers. Snow plowing operations will continue to be handled in this manner to the full extent possible. However, it has usually been necessary to employ additional personnel for snow removal only, especially in severe winters characterized by a series of storms. We have had recruitment difficulties in trying to isolate applicants who possess those requisite skills for snow removal from the candidates who excel in the overall qualifications of the class specification for maintenance workers but who do not have expertise with the equipment utilized for snow removal. Creating a single class specializing in snow plow operations will significantly enhance our ability to locate and employ qualified extra-help employees during the peak winter months.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this requested new class specification and hourly salary. Make any changes to the class specification and hourly salary as deemed necessary by the Board.

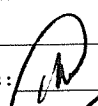
COSTS: (X) Not Applicable
A. Budgeted current FY: \$ _____
B. Total anticipated costs: \$ _____
C. Required additional funding: \$ _____
D. Internal transfers: \$ _____

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.: 95-513 Ord. No. _____
Vote - Ayes: 4 Noes: _____
Absent: Stewart 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: SNOW PLOW OPERATOR

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform a variety of skilled and semi-skilled tasks, including the operation of heavy power-driven equipment, in the removal of snow, ice and debris from County roads. This classification requires independent judgment in the safe and effective operation of heavy equipment for snow removal duties. Employees in this classification receive general supervision within a broad framework of policies and procedures and function at a journey level of performance.

SUPERVISOR: As assigned.

TYPICAL DUTIES:

- Removes snow and ice using plows, graders and other equipment; spreads sand for ice control with the use of a truck.
- Operates and performs minor maintenance on a variety of light and heavy equipment used in snow removal operations, including wheel loaders, graders, snow plows, trucks and pickups, and assists in keeping snow removal equipment clean.
- Checks road conditions and clears ice, brush, rocks, debris and trees resulting from storms.
- Inspects pipes and roads; cleans culverts and corrects areas of minor flooding.
- Puts up signs and performs flagging for traffic during snow removal work.
- Maintains records on road equipment and related items.
- Performs other related duties similar to the above in scope and function as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- road construction and maintenance tools, equipment, methods and materials
- operation, minor field maintenance, repair and adjustment of assigned equipment

MARIPOSA: SNOW PLOW OPERATOR

Knowledge of (Cont'd):

- provisions of the California Vehicle Code applying to the operation of assigned heavy equipment and safety requirements
- laws pertaining to traffic signs

Ability to:

- skillfully and safely operate power-driven equipment and tools
- maintain and perform minor repair of equipment used in snow removal operations
- perform heavy manual work
- perform semi-skilled and unskilled labor
- occasionally work alone or with minimal supervision
- meet the physical requirements necessary to safely and effectively perform the required duties
- read, understand and execute written and oral instructions
- maintain records on equipment and supplies used
- establish and maintain effective work relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS:

Two years of maintenance and repair experience on roads, at least one year of which shall have been the equivalent to the Maintenance Worker II - Roads classification.

Possession of a valid Class B California driver's license is mandatory; some assignments may require possession of a valid Class A California driver's license.

Snow plowing experience is desirable, but not required.