

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 102 (\$1,571-\$1,910) for the classification of Supervising Custodian. This classification will be assigned to the Mariposa County Employees' Association (SEIU).

This new position was approved by the Board during the 1998-99 budget process and funding was provided commencing January 2, 1999. During the budget process, this position was identified as "Housekeeping Foreman." Staff believes that the proposed job title of "Supervising Custodian" more accurately describes the basic functions and responsibilities of this position.

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."

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: () Not Applicable

A. Budgeted current FY	\$10,824
B. Total anticipated costs	\$10,824
C. Required additional funding	\$-0-
D. Internal transfers	\$-0-

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 12/16/98

CLERK'S USE ONLY:

Res. No.: 99-8 Ord. No. _____

Vote - Ayes: 5 Noes: _____

Approved: _____ Abstained: _____

() 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: Supervising Custodian

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform general cleaning and custodial functions for assigned County buildings and related facilities and to supervise the custodial staff. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This position is responsible for planning and assigning work for subordinate custodians or maintenance workers performing custodial duties and assuring the general cleanliness of assigned areas. This classification has supervisory responsibilities including completing performance evaluations for assigned subordinate workers.

SUPERVISOR: Facilities Maintenance Manager, or as assigned.

TYPICAL DUTIES

- Ensures staff is at assigned job site, organized and ready to work
- Provides assistance, supervision and training to staff
- Orders and maintains inventory of custodial supplies and related materials
- Maintains records on custodial equipment and related items
- Empties wastepaper baskets
- Dusts and polishes furniture, woodwork and equipment
- Cleans doors, windows and walls
- Vacuums carpets
- Sweeps, mops, waxes and polishes floors
- Cleans restrooms and replenishes supplies

MARIPOSA: Supervising Custodian

TYPICAL DUTIES (Cont'd)

- Turns out lights and locks doors and windows
- Performs other related duties similar to the above in scope and functions

EMPLOYMENT STANDARDS

Knowledge of:

- cleaning methods and the use and care of cleaning materials and equipment
- basic methods of supervision and training

Ability to:

- supervise a staff of subordinate employees
- establish and maintain effective work relationships with those contacted in the performance of required duties
- use cleaning materials and equipment with skill and efficiency
- communicate effectively in both oral and written forms
- order necessary supplies on a timely basis and maintain inventory records
- meet the physical requirements necessary to safely and effectively perform required duties

MINIMUM QUALIFICATIONS

High school graduation or GED certification, and a minimum of two years of custodial or building maintenance experience comparable to that of Custodian in Mariposa County, or at least one year of supervisory experience. A valid California driver's license is required.