

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 112 (\$1,651-\$2,007) for the classification of Maintenance Shop Worker. 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 "Shop/Parts Room Attendant." Staff believes that the proposed job title of "Maintenance Shop Worker" 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	\$9,426
B. Total anticipated costs	\$9,426
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 12/30/98

CLERK'S USE ONLY:

Res. No.: <u>99-19</u>	Ord. No. _____
Vote - Ayes: <u>4</u>	Noes: _____
Absent: <u>None</u>	Abstained: _____
Approved: <u>Willis</u>	() Denied _____
() Minute Order Attached	() No Action Necessary _____

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]

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

MARIPOSA COUNTY

JOB TITLE: Maintenance Shop Worker

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To issue, receive returns and control tools and equipment stored in the Facilities Maintenance shop; to coordinate and accumulate materials for repair and project work; and to maintain and repair small engines as scheduled or necessary. This position is responsible for the general cleanliness of assigned areas. Employees in this class receive general supervision within a framework of standard policies and procedures.

SUPERVISOR: Maintenance Foreman, or as assigned.

TYPICAL DUTIES

- Maintains tools and small equipment in the Facilities Maintenance shop for use by maintenance staff
- Collects and cleans tools after use; checks for wear or damage; and keeps service records on equipment
- Maintains maximum and minimum inventory records of stocked maintenance supplies and equipment; informs supervisor of depleted or damaged stock and makes purchases as directed
- Receives and logs service requests
- Issues and stages materials and spare parts in separate staging areas or at the job site in accordance with work orders
- Picks up and delivers parts and maintenance equipment
- Maintains shop and parts room in safe, clean and orderly condition
- Performs other related duties similar to the above in scope and functions

MARIPOSA: Maintenance Shop Worker

EMPLOYMENT STANDARDS

Knowledge of:

- methods for materials and equipment acquisition and staging
- maintenance parts, tools and equipment used in maintenance of facilities and grounds
- small engine operation
- inventory methods and record keeping
- repair shop and stores procedures including use of related catalogues

Ability to:

- read work orders, sketches and simple blueprints
- repair small engines with skill and efficiency
- maintain service records on equipment
- meet the physical requirements necessary to safely and effectively perform required duties
- communicate effectively in both oral and written forms
- accurately maintain inventory and other shop records
- operate standard office equipment including calculators, copiers and personal computers
- establish and maintain effective working relationships with those contacted in the performance of required duties

MINIMUM QUALIFICATIONS

High school graduation or GED certification, and two years of related work experience that includes small engine repairs and purchasing or stock room inventory and control. A valid California driver's license is required.