

1 MARIPOSA COUNTY RESOLUTION NO. 85-251

2 CREATING A
3 DEPARTMENT OF VEHICLE MAINTENANCE

4 WHEREAS, the County of Mariposa lacks a centrally
5 located and accountable maintenance program for County vehicles,
6 and

7 WHEREAS, the lack of such a program has created a
8 lack of proper vehicle maintenance in many instances, and

9 WHEREAS, it would be economically beneficial for
10 the County to institute a Department of Vehicle Maintenance,
11 and

12 WHEREAS, a Department of Vehicle Maintenance which
13 would require regular and routine maintenance of County
14 vehicles would increase the life and safety of County vehicles;

15 NOW THEREFORE, BE IT RESOLVED by the Board of
16 Supervisors of Mariposa County as follows:

17 1. The Board of Supervisors hereby establishes a
18 separate Department within the County of Mariposa to be
19 known as "Department of Vehicle Maintenance".

20 2. The Department of Vehicle Maintenance shall
21 be supervised by a Department Head serving at the pleasure
22 of the Board of Supervisors.

23 3. The Department Head shall be paid an annual
24 salary of Sixteen Thousand Dollars (\$16,000.00), plus regular
25 County benefits.

26 4. For the Fiscal Year 1985-86, the Department of
27 Vehicle Maintenance will be funded through the Maintenance
28 Budget of all Departments save and except the Road Department.

1 5. The Department of Vehicle Maintenance shall
2 be responsible for all service, maintenance and repair of
3 County-owned and leased vehicles with the exception of the
4 Road Department vehicles. The responsibilities will include
5 but not be limited to arranging for fuel, tires, accessories,
6 and any outside service necessary. The Department Head will
7 purchase all materials pertaining to the proper maintenance
8 and repair of County vehicles in accordance with County pur-
9 chasing policies.

10 The job description of the Department Head shall be
11 as follows:

12 "Be responsible for the ongoing maintenance
13 of all County owned or leased motor vehicles (with
14 exception of the Road Department). To schedule and
15 perform routine maintenance, to keep records on all
16 vehicles pertaining to use, repairs, depreciation, and
17 total costs. Arrange for and supervise outside mainte-
18 nance. Set up and supervise bid procedures for outside
19 maintenance, purchase of fuels, tires, parts and other
20 services. Schedule maintenance and inspect County owned
21 fire apparatus in cooperation with the Mariposa County
22 Fire Warden, and the County Volunteer Fire Departments.
23 Assist, when required, CDF Maintenance in repairs of
24 County fire equipment at CDF garage. Furnishes own
25 hand tools. Must be capable of handling both automobiles
26 and trucks of various complexities and ages, including
27 ability to maintain tune-ups.

28 Typical maintenance tasks (inspect and repair

1 if necessary):

- 2 1. Tuneups
- 3 2. Lub and Oil
- 4 3. Brakes
- 5 4. Tire Replacement, or Repair or Rotation
- 6 5. Wheel Balance
- 7 6. Engine Maintenance Outside of the Block
- 8 7. Minor Body Work
- 9 8. Clean Up Exterior and Interior
- 10 9. Safety Inspection

11 Major overhaul, front-end alignment, and major
12 body repair may be contracted for.

13 All County vehicles, with the exception of the
14 Road Department, are required to use this service. Schedu-
15 ling will be made by Vehicle Maintenance Department Head."

16 6. This program shall be mandatory for all vehicles
17 owned or leased by the County save and except the Road Depart-
18 ment vehicles.

19 7. The Vehicle Maintenance Department shall be
20 created upon execution of this Resolution and the program shall
21 be instituted upon proper publication and advertisement for
22 the qualified Department Head and upon the hiring of that
23 Department Head.

24 PASSED AND ADOPTED this 13th day of August,
25 1985, by the Board of Supervisors of Mariposa County by the
26 following vote:

27 AYES: Taber, Radanovich, Barrick, Erickson, Dalton

28 NOES: None

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ABSENT: None

ABSTAINED: None



EUGENE P. DALTON, JR., Chairman
Board of Supervisors

ATTEST:

GERALD McCARTHY



GERALD MC CARTHY, County Clerk and
Ex Officio Clerk of the Board

LYNNE ROBINSON, Assistant County
Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:



JEFFREY G. GREEN, County Counsel