

DEPARTMENT: Personnel BY: Richard J. Benson PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Approve the proposed classification of Equipment Operator-Solid Waste, assign it as an extra-help specialized class, and set the hourly rate at \$18.15. Currently, a Maintenance Worker III performs the function of operating the heavy equipment at the landfill in addition to performing other essential functions of a Maintenance Worker III. On occasion, a Maintenance Worker II can also perform this function if the employee has the appropriate training. The Equipment Operator job description was created to accommodate staff's need to have one individual primarily focused on performing the heavy equipment operation. This will allow the Maintenance Worker III to focus more on other aspects of landfill operations. The Equipment Operator position will also be able to assist in other maintenance and construction work related to solid waste facilities as needed as well as drive vehicles that require a class B driver's license.

The proposed hourly rate is aligned with the top step of the Maintenance Worker II.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

From time to time, the Board of Supervisors has approved similar requests in the past.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this action, however, a negative action would result in a backlog of workload that would impact existing staff.

Financial Impact? (X) Yes ( ) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? (X) Yes ( ) No ( ) Partially Funded		
Amount in Budget: \$ _____	List Attachments, number pages consecutively _____	
Additional Funding Needed: \$ _____	_____	
Source:	<b>Job Description</b>	
Internal Transfer _____	_____	
Unanticipated Revenue _____ 4/5's vote	_____	
Transfer Between Funds _____ 4/5's vote	_____	
Contingency _____ 4/5's vote	_____	
( ) General ( ) Other	_____	

CLERK'S USE ONLY:

Res. No.: 10-424 Ord. No. \_\_\_\_\_  
Vote - Ayes: 4 Noes: \_\_\_\_\_  
Absent: *mm*  
*mm*) Approved  
( ) 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

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended  
 No Opinion  
Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CAO: *[Signature]*



# COUNTY of MARIPOSA

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DISTRICT III



## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

TO: ALLEN TOSCHI, Public Works Director  
FROM: MARGIE WILLIAMS, Clerk of the Board  
SUBJECT: Consider Items Removed from the Consent Agenda  
RES. 10-474

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on October 5, 2010

#### ACTION AND VOTE:

- 4 Consider Items Removed from the Consent Agenda  
Item 103 – Supervisor Turpin initiated discussion with Michelle Miller/Solid Waste and Recycling Manager, relative to the job requirements. He questioned whether a Class B drivers license is required if the equipment is only operated on County property; and County Counsel advised that he will review this issue. (M)Turpin, (S)Aborn, item 103 was approved/Ayes: Aborn, Turpin, Bibby, Allen; Excused: Cann.

- CA-103 **Administration**  
Approve the Proposed Classification of Equipment Operator-Solid Waste, Assign it as an Extra-Help Specialized Class, and Set the Hourly Rate at \$18.15; Res. 10-474

Cc: Chris Ebie, Auditor  
File

## EQUIPMENT OPERATOR -SOLID WASTE

### DEFINITION

To perform a variety of skilled and semi-skilled solid waste and recycling assignments at the Mariposa County solid waste facilities, which include the Mariposa County Landfill, Recycling Center, Compost Facility, and the regional transfer stations; and to perform related duties and responsibilities as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Maintenance Supervisor, Recycling Manager, and Recycling Manager, or Public Works Director.

### EXAMPLES OF ESSENTIAL FUNCTIONS

Performs skilled heavy equipment operation at the landfill; and maintenance of specialized landfill equipment; coordinating with Supervisor.

*add to Rev.  
10-474*

Performs a variety of skilled and semi-skilled maintenance and construction work related to solid waste facilities, which may include repairing fences, installing erosion control measures, minor building repairs, and installing, maintaining, and repairing mechanical equipment and leachate collection system.

Coordinates with Supervisor and Manager the implementation of landfill development and design principals associated with tasks such as fill sequence, erosion control, and daily and interim cover applications;. consults with and keeps Supervisor informed of landfill related activities.

Maintains haul roads to the working face of the landfill; build new roads on the landfill as needed.

Maintains storm water collection system including ditches, culverts and storm water ponds.

Maintains leachate collection system, including pipes, integrity of tanks, and make recommendation to Supervisor regarding when to sample and haul leachate.

Effectively plans and organizes work and completes tasks within prescribed timeframes.

Establishes and maintains cooperative, effective, and productive working relationships with the public and coworkers using tact, patience and courtesy.

Performs all work in compliance with applicable laws and regulations, County and department policies and procedures, and standards of quality and safety.

Appears for scheduled work with regular, reliable and punctual attendance.

### EMPLOYMENT STANDARDS

#### Knowledge of:

Understanding of the solid waste and recycling system in Mariposa County.

Pertinent federal, state and local laws, regulations, codes, and ordinances related to solid waste.

Safe procedures, methods, tools and equipment used in general maintenance work.

Procedures and methods used in general grounds maintenance.

Operations, minor field maintenance, repair and adjustment of assigned equipment.

Provisions of the California Vehicle Code applying to the operation of vehicles and safety requirements – safe driving practices.

Basic mathematics.

Basic record-keeping and report preparation methods.

Safe work practices.

**Ability to:**

Understand and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.

Understand and execute written and oral instructions.

Skillfully and safely operate assigned tools and equipment.

Maintain a variety of equipment and tools.

Maintain accurate accountability for all materials and equipment.

Perform heavy manual labor.

Read and interpret equipment and vehicle operator manuals.

Maintain accurate logs and records.

Perform required mathematical computations with accuracy.

Establish and maintain effective work relationships with the public, businesses, coworkers and other agencies.

Be discreet when dealing with sensitive issues.

Work outdoors in a variety of weather conditions.

Make estimates for material requirements.

Work alone with minimal supervision.

Meet the physical requirements necessary to safely and effectively perform assigned duties.

### **TYPICAL WORKING CONDITIONS**

Work is performed indoors and in field environments, sometimes under adverse weather conditions including extreme heat or cold, and wetness. Adverse working conditions may include above average noise, traffic and machinery hazards, working in heights, exposure to fumes/dust, odor, and skin irritants, and standing for long periods of time. Worker operates hand and electrical tools. May be required to work over 40 hours in a work week. May be required to travel to various transfer stations throughout the County to perform maintenance duties or conduct inspections.

### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work indoors and in a field; ability to walk, stand, stoop, climb, balance, bend, kneel, crouch, squat, crawl, twist, and reach while performing duties; lift and/or move up to 50 pounds frequently and up to 100 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls; perform grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment, tools and specialized equipment. Must be able to use a telephone to communicate verbally and keyboard to communicate through written means to review information and enter/retrieve data, to see and reach characters on a computer screen. Requires the strength and stamina to perform operational duties such as operating heavy equipment on the landfill working face.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

Two years of experience using heavy equipment in the solid waste and recycling, construction, logging or similar industry. Some experience with computers, small tools, building and grounds maintenance is required. Welding experience and certification is desirable. Hazardous Waste Operations (HAZWOPER) certification is desirable. CPR and First Aid certification is desirable.

#### **Education:**

High school diploma or GED equivalent.

#### **Additional Requirements:**

Possession of a valid Class B California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**