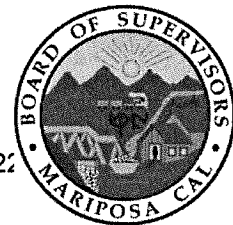


# MARIPOSA COUNTY

Human Resources/Risk Management • (209) 966-3222



## **RESOLUTION - ACTION REQUESTED 2014-546**

MEETING: October 21, 2014

TO: The Board of Supervisors

FROM: Steve Dahlem, County Counsel/Interim HR Director-Risk Manager

RE: Job Description Amendments-Maintenance Worker I/II and III-Facilities

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### **RECOMMENDATION AND JUSTIFICATION:**

Approve amendments to the Maintenance Worker I/II-Facilities job description and the Maintenance Worker III-Facilities job description to include that these classifications may be assigned to the Human Services Department. In a separate agenda item scheduled for this date, the Human Services Department will be asking that the Board approve adding one full-time Maintenance Worker I/II-Facilities allocation and one full-time Maintenance Worker III-Facilities allocation. At the present time, the Human Services Department relies on Maintenance Worker staff in the Public Works Department as well as outside vendors to perform maintenance and repairs on the Human Services Department facility. Adding full-time Maintenance Worker positions to the department will allow for better efficiency as Human Services will no longer need to rely on non-departmental staff or outside vendors.

If the Board approves the action proposed by the Human Services Department, then it is necessary to amend each of the Maintenance Worker job descriptions to include that these classifications may be assigned to that department. If the Board does not approve that action, then this request to amend the Maintenance Worker job descriptions is not necessary.

### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

In August 2010, the Board approved an amendment to the Maintenance Worker III-Facilities job description to include that this classification may be assigned to the Jail Facility. From time to time, the Board approves amendments to job descriptions.

### **ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

If the Board does not approve this action but approves the Human Services Department request to add the aforementioned allocations, the individuals who are hired into the Maintenance Worker classifications at the Human Services Department will be working under a job description that doesn't reflect their assignment at that department.

### **FINANCIAL IMPACT:**

**Not Applicable**

### **ATTACHMENTS:**

**Maintenance Worker I-II-Facilities (PDF)**  
**Maintenance Worker III-Facilities (PDF)**

**CAO RECOMMENDATION**

Requested Action Recommended

*Mary Hodson*

Mary Hodson, Interim CAO 10/14/2014

**RESULT: ADOPTED [UNANIMOUS]**

**MOVER:** Janet Bibby, District III Supervisor

**SECONDER:** Lee Stetson, District I Supervisor

**AYES:** Lee Stetson, Merlin Jones, Janet Bibby, Kevin Cann

**EXCUSED:** John Carrier

## **MAINTENANCE WORKER I/II – FACILITIES**

### **DEFINITION**

To perform maintenance and repairs on buildings, grounds and facilities, which may include parks, swimming pools, wastewater treatment and water facilities, parking lots, solid waste facilities and the airport; and to perform related duties and responsibilities as required. These positions are typically assigned to the Facilities Division of the Public Works Department and may be assigned to the Human Services Department. If assigned to the Human Services Department, the incumbent will also perform weatherization of homes of low-income persons, the elderly, and other economically disadvantaged persons.

Maintenance Worker I - Facilities is the entry-level classification in the class series. Initially under close supervision, incumbents perform a variety of building maintenance duties while learning County policies and procedures. This classification is flexibly staffed with Maintenance Worker II - Facilities and incumbents normally advance to the higher level after gaining experience and achieving proficiency, which meet the requirements for higher level.

Maintenance Worker II - Facilities is the journey-level classification in the series. Positions in this class perform the full range of duties and are expected to have a thorough knowledge of departmental procedures and policies and be able to exercise independent judgment while performing the more skilled maintenance work.

### **SUPERVISION RECEIVED AND EXERCISED**

Receive general supervision from the Maintenance Supervisor – Facilities, Public Works Director, or from assigned supervisory/management staff.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

*(Essential functions may vary from position to position within classifications.)*

Performs general maintenance and repair work on electrical equipment, including repairing wiring and fixtures, and plumbing equipment, including installation and repair of pumps and fixtures.

Maintains parks and grounds including weeding, pruning, watering, mowing, trimming and fertilizing; and maintains irrigation systems.

Performs a variety of unskilled and semi-skilled duties such as repairing tennis courts, playground swings, slides and other park equipment including picnic facilities.

Maintains and repairs fences, and grooms ball fields.

Maintains swimming pools by cleaning, painting and repairing water lines, cement walkways, pumps and filters.

Maintains and performs minor repairs on buildings, including painting interiors and exteriors, repairing and refinishing furniture, installing doors, windows, shelving, insulation, and gutters.

Operates a variety of light or medium-size automotive equipment such as trucks and loaders.

Performs custodial duties as assigned.

Maintenance Worker II - Facilities: (In addition to the above)

Performs maintenance and repair of various electrical, water, sewer and pump equipment within the Special Districts.

Maintains airport runways and public parking lots.

Operates snow removal equipment, backhoes, and other power-driven equipment.

Performs maintenance of equipment.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

##### **Maintenance Worker I - Facilities**

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

Procedures and methods used in general grounds, parks and facilities maintenance work.

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.

##### **Maintenance Worker II – Facilities** (In addition to the above)

Tools commonly used in the building construction trades.

Operation of power-driven equipment.

Procedures, methods, tools and equipment used in skilled maintenance work.

#### **Ability to:**

##### **Maintenance Worker I - Facilities**

Skillfully and safely operate assigned tools and equipment.

Maintain and repair equipment used in buildings, grounds and facilities maintenance.

Maintain a variety of equipment and tools.

Perform semi-skilled and unskilled labor.

Maintain accurate accountability for all materials and equipment.

## **MAINTENANCE WORKER III - FACILITIES**

### **DEFINITION**

To perform a variety of skilled and semi-skilled tasks in the construction, installation, maintenance and repair of County facilities, buildings and grounds; to operate light and heavy power-driven equipment; and to perform related duties and responsibilities as required.

This position is typically assigned to the Facilities Division of the Public Works Department and may be assigned to the Mariposa County Jail Facility or the Human Services Department. If assigned to the Jail Facility, the incumbent must work with and around inmates. If assigned to the Human Services Department, the incumbent will also perform weatherization of homes of low-income persons, the elderly, and other economically disadvantaged persons.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Maintenance Supervisor – Facilities and Public Works Director; or from the Jail Facility Manager or the Sheriff/Coroner; or from assigned supervisory/management staff.

May exercise lead direction over Maintenance Workers I and II – Facilities.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

*(Essential functions may vary from position to position within classifications.)*

Inspects County grounds, buildings, facilities and related areas to help determine maintenance, improvement and repair needs.

Performs a variety of skilled and semi-skilled maintenance and construction work, including but not limited to building and repairing walls and fences, building and repairing roofs, performing interior carpentry work, installing / maintaining / repairing mechanical, plumbing, electrical and HVAC equipment and systems, maintaining swimming pools and related equipment, maintaining and repairing water / wastewater system equipment and systems, painting various surfaces, etc.

Performs moderately complex reinforced concrete work in the preparation of slabs, footings and walls, except where special engineering is involved.

Performs a variety of groundskeeping work, including but not limited to mowing turf, installing landscape plants and materials, pruning and trimming shrubs and trees, installing and maintaining irrigation equipment, cleaning and maintaining parking lots, removing trash and debris from grounds, etc.

Sprays herbicides for control of exterior weeds and brush, and pesticides in interiors and exteriors of facilities for a variety of insect pests as required, using appropriate types of chemicals.

Repairs roads, parking lots and other paved surfaces; assists with snow removal operations.

May monitor water / wastewater treatment plant operations, including maintaining various daily logs and records, collecting water / wastewater samples and performing routine tests, adjusting chemical levels to ensure water quality, troubleshooting and resolving problems with equipment and systems, coordinating repair work with outside service providers as necessary, etc.

May be responsible for scheduling appointments related to weatherization; coordinating workers and subcontractors; assessing homes for measures needed including blower door, duct blaster and appliance safety tests; inspecting all work for completion and compliance; and may be the lead person in the field including during field audits by the State Department of Community Services.

Operates and performs minor maintenance on a variety of light and heavy equipment, including snow removal equipment, mowers, tractors, back hoes, pick up trucks and other power-driven equipment; uses welding tools and a variety of other hand and power tools.

Maintains assigned equipment in clean, safe operating condition; prepares related records.

Performs general custodial duties as required.

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

Provides lead direction of lower-level maintenance personnel as assigned; offers training and assistance as needed.

Assists in maintaining supply inventory.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Pertinent federal, state and local laws, regulations, codes and ordinances.

County and department policies and procedures.

Basic building maintenance methods and procedures, including electrical, carpentry, mechanical, painting, plumbing, HVAC and custodial work.

Operations and maintenance requirements for water distribution systems, wastewater collection systems and treatment plants, recreational and pool facilities.

Proper grounds maintenance and landscaping methods, procedures and techniques.

Safe use and maintenance of building maintenance, grounds maintenance, landscaping and groundskeeping materials, tools and equipment.

Principles of training and leadership.

Record-keeping and report preparation methods.

Basic mathematics.

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 follow oral and written instructions.

Provide effective training and leadership as assigned.

Maintain and repair electrical, plumbing, HVAC, mechanical and irrigation systems, swimming pools, water and wastewater equipment and systems.

Perform skilled welding, carpentry and painting work.

Perform heavy manual work.

Read and interpret blue prints and other technical drawings.

Skillfully and safely operate trucks, power-driven equipment and tools.

Maintain and perform minor repair of equipment used in building and grounds maintenance work.

Maintain accurate logs and records.

Perform required mathematical computations with accuracy.

Communicate effectively in both oral and written form.

Establish and maintain effective working relationships with those contacted in the course of work.

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

**TYPICAL WORKING CONDITIONS**

Work is performed both indoors and outdoors. Incumbent may travel to various work sites throughout the County to perform maintenance duties, which requires exposure to traffic and construction hazards, machinery hazards, herbicides/pesticides, electrical currents, adverse

weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, solvents, grease/oil, toxic or caustic chemicals, vibration. Worker may occasionally work past normal office hours to complete assignments.

### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to perform building and grounds maintenance duties. Requires the ability to sit and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing maintenance work; 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. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating maintenance equipment. Must be able to use a telephone to communicate verbally.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

Three years of construction, and building and grounds maintenance, at least two years of which shall have been equivalent to the Maintenance Worker II – Facilities in Mariposa County.

#### **Education:**

High school diploma or GED equivalent. Depending on assignment, may be required to successfully complete within six months from the date of hire the weatherization training school conducted by Pacific Gas & Electric.

#### **Additional Requirements:**

Possession of a valid California Class C driver's license. Under certain circumstances, the Human Resources 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.

Depending on the assignment, some positions may require the ability to pass a criminal background check and the ability to work with and around inmates, or the possession of one or more of the following:

Pool Operator Certificate.

Qualified Applicator's Certification for herbicides and pesticides.

**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.**



Perform heavy manual work.

Communicate effectively with those contacted in the course of business in both oral and written forms.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Maintenance Worker II – Facilities (In addition to the above)

Understand and execute written and oral instructions.

Make estimates for material requirements.

Work alone with minimal supervision.

**TYPICAL WORKING CONDITIONS**

Work is performed indoors and in a field environment; worker operates hand and electrical tools, drives on surface streets and may be exposed to traffic hazards, adverse weather conditions, extreme heat or cold, wetness, air contaminants, fumes/dust, solvents, chemicals, skin irritants, animals, above average noise, working in heights. Must be able to work irregular hours as necessary.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work indoors and in a field environment. Requires the ability to walk, stand, climb, balance, bend, squat, crawl, twist and reach while performing duties; lift and/or move more than 50 pounds of weight; 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 tools and specialized equipment. Requires the strength and stamina to perform maintenance duties, including operating electrical saws, drills, blowers, hand and power driven lawn mowers, weed eaters and all types of maintenance equipment. and driving a motor vehicle.

**MINIMUM QUALIFICATIONS:**

**Experience:**

Maintenance Worker I - Facilities

One year of experience in building maintenance, construction, or grounds maintenance.

Maintenance Worker II - Facilities

Two years of experience in building maintenance, construction or grounds maintenance comparable to that of a Maintenance Worker I - Facilities in Mariposa County.

**Education:** (Both Maintenance Worker I / II - Facilities)

High school diploma or GED equivalent. Depending on assignment, may be required to

successfully complete within six months from the date of hire the weatherization training school conducted by Pacific Gas & Electric.

**Additional Requirements:** (Both Maintenance Worker I / II - Facilities)

Possession of a valid California driver's license. Under certain circumstances, the Human Resources 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.

Some assignments may require the ability to obtain a valid California Class B driver's license within a period of six months.

**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.**