



MENDOCINO COUNTY CIVIL SERVICE COMMISSION

AGENDA

PATRICIA L. GUNTLY
1ST DISTRICT
COMMISSIONER

TERRY POPLAWSKI
2ND DISTRICT
COMMISSIONER

RON ORENSTEIN
3RD DISTRICT
COMMISSIONER - CHAIR

GINNY FETH-MICHEL
4TH DISTRICT
COMMISSIONER/VICE-CHAIR

MARILYN HARDEN
5TH DISTRICT
COMMISSIONER

DATE: Wednesday, February 21, 2018
TIME: 9:00 A.M.
PLACE: Board of Supervisors Chambers
501 Low Gap Road, Room 1070
Ukiah, CA 95482

ORDER OF AGENDA

The County is committed to making its Commission meetings accessible to all citizens. Individuals with special needs may call telephone number (707) 234-6600, email hr@mendocinocounty.org, or send a facsimile transmission to (707) 468-3407.

AGENDA ITEM NO. 1 – ROLL CALL

AGENDA ITEM NO. 2 – APPROVAL OF MINUTES

Approval of Minutes for January 17, 2018, Commission Meeting.

AGENDA ITEM NO. 3 – PUBLIC EXPRESSION

This is an opportunity for the public to speak to the Commission on any item other than those listed for Commission consideration on this agenda. If you wish to speak, please use the microphone at the lectern. Please begin by stating your name, whether you reside within the county, and the name of the organization you represent, if any. The Chair of the Commission may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered.

AGENDA ITEM NO. 4 - EMPLOYEE ORGANIZATION

This agenda item is to be used for Employee Organization representatives to present information/requests to the Civil Service Commission.

AGENDA ITEM NO. 5 –CLASSIFICATION STUDIES AND SPECIFICATION MODIFICATIONS

- A. Department of Transportation – Various Road and Bridge Maintenance Classifications
 - 1. Adopt Road Maintenance Worker Series
 - 2. Adopt Road Maintenance Supervisor Series
 - 3. Abolish Classifications as Recommended
 - 4. Adopt Maintenance Operations Coordinator Specification Modifications
 - 5. Approve Recommended Reclassifications
- B. Health and Human Services Agency – Nutritionist
- C. Probation Department– Supervising Juvenile Corrections Officer
- D. Assessor Clerk Recorder – Staff Assistant III
 - 1. Adopt Assessor Clerk Recorder Technician Series
 - 2. Approve Recommended Reclassifications

AGENDA ITEM NO. 6- HUMAN RESOURCES DIRECTOR REPORT

This agenda item is to be used for the Human Resources Director to provide information to the Commission regarding Human Resources issues.

AGENDA ITEM NO. 7 – ADJOURN

The meeting will adjourn when all business to be presented has been covered.



**CIVIL SERVICE COMMISSION
COUNTY OF MENDOCINO
501 Low Gap Road, Room 1326
Ukiah, CA 95482**

**SUMMARY/ACTION MINUTES
Civil Service Commission**

DATE: Wednesday, January 17, 2018

PLACE: Board Chambers
501 Low Gap Road
Ukiah, CA 95482

TIME: 9:00 A.M.

COMMISSIONERS PRESENT: Commissioners Ginny Feth-Michel, Trish Guntly, and Marilyn Harden.

COMMISSIONERS ABSENT: Commissioner Ron Orenstein and Terry Poplawski, Chair.

ALSO PRESENT: Juanie Cranmer, Human Resources Manager
Denise Bartolomei, Human Resources Manager
Pauline Rantala, Human Resources Analyst II
Shellie Tubbs, Office Services Supervisor

CALL TO ORDER

The January 17, 2018, Civil Service Commission meeting was called to order at 9:00 A.M. by Vice-Chair Feth-Michel.

AGENDA ITEM NO. 1 – ROLL CALL

Present: Commissioners Harden, Guntly, and Vice-Chair Feth-Michel. Vice-Chair Feth-Michel presiding.

Absent: Commissioner Ornstein and Chair Poplawski.

AGENDA ITEM NO. 2 – APPROVAL OF MINUTES

COMMISSION ACTION: Upon motion by Commissioner Harden, seconded by Commissioner Guntly, and carried (3/0); IT IS SO ORDERED that the minutes of the October 26, 2017, Commission meeting are approved as presented.

AGENDA ITEM NO. 3 – PUBLIC EXPRESSION

None.

AGENDA ITEM NO. 4 – EMPLOYEE ORGANIZATION

None.

AGENDA ITEM NO. 5 – CLASSIFICATION SPECIFICATION MODIFICATIONS

A. Modification of Classification Specifications – Assistant Chief Probation Officer and Supervising Deputy Probation Officer

PRESENTER/S: Ms. Denise Bartolomei, Human Resources Manager

Ms. Bartolomei presented the Probation Department's recommendation to add a substitution of three (3) years of experience as a Deputy Probation Officer II with Mendocino County. Human Resources supports the changes and recommends the Commission adopt the modifications to the classifications specifications of Assistant Chief Probation Officer and Supervising Deputy Probation Officer as presented.

Brief discussion.

Vice-Chair Feth-Michel inquired if the motivation for the Assistant Chief Probation Officer classification specification modification was due to difficulty filling the position and wanting to try to broaden the number of prospective candidates.

Ms. Juanie Cranmer shared that the intent behind the proposed changes are to enhance the ability to find candidates outside of the county, while also encouraging the ability to promote from within.

COMMISSION ACTION: Upon motion by Commissioner Guntly, seconded by Commissioner Harden, and carried (3/0); IT IS SO ORDERED that the classification specification modification for Assistant Chief Probation Officer is approved as submitted.

Commissioner Harden asked for clarification regarding the equivalency of education versus experience.

Brief discussion.

Mr. Bob Ochs, Interim Chief Probation Officer, addressed the difference between Deputy Probation Officer III and the Supervising Deputy Probation Officer, noting that the Supervising Deputy Probation Officer had been the Deputy Probation Officer III position. The reason for wanting to change the requirement to three (3) years as a Deputy Probation Officer II is that, with the way it is currently written, in order to get to the supervisor position, you would have already had to have been a lead worker. The Department wanted to allow a Deputy Probation Officer II, who had the experience, the opportunity to promote to the supervisor level.

Brief discussion.

COMMISSION ACTION: Upon motion by Commissioner Harden, seconded by Commissioner Guntly, and carried (3/0); IT IS SO ORDERED that the classification specification modification for Supervising Deputy Probation Officer is approved as submitted.

B. Modification of Nursing Classification Specifications and Abolishment of Nurse Case Manager Series

PRESENTER/S: Ms. Pauline Rantala, Human Resources Analyst II

Ms. Rantala reported that the abolishment of the Nurse Case Manager Series would result in one (1) incumbent change from Senior Nurse Case Manager to the equivalent of Senior Public

Health Nurse. Ms. Rantala referenced staff's memorandum outlining the background of these requests. These modifications would not change the work performed by the incumbents, but would provide more comprehensive specifications. The proposed actions would not have a negative impact on the incumbents in these classifications.

A brief discussion ensued on how to address and vote upon each recommendation. Ms. Cranmer suggested following the format used in the nursing memorandum, and stated that in the future, they will list them out. The Commission agreed.

Barbara Howe, Assistant HHSA Director, explained they are trying to broaden the standards to attract more candidates.

Ruth Lincoln, Deputy Director of Public Health Nursing, reiterated that they are trying to broaden the pool of potential candidates.

Brief discussion.

COMMISSION ACTION : Upon motion by Commissioner Guntly, seconded by Commissioner Harden, and carried (3/0); IT IS SO ORDERED that the classification specification modification for Licensed Vocational Nurse, Registered Nurse, Senior Public Health Nurse, and Supervising Public Health Nurse is approved as submitted.

COMMISSION ACTION : Upon motion by Commissioner Guntly, seconded by Commissioner Harden, and carried (3/0); IT IS SO ORDERED that the consolidation of Public Health Nurse I and Public Health Nurse II to a singular classification of Public Health Nurse is approved as submitted.

COMMISSION ACTION : Upon motion by Commissioner Harden, seconded by Commissioner Guntly, and carried (3/0); IT IS SO ORDERED that the abolishment for Nurse Case Assistant, Nurse Case Manager, and Senior Nurse Case Manager is approved as submitted.

AGENDA ITEM NO. 6 – HUMAN RESOURCES DIRECTOR REPORTS

PRESENTER/S: Ms. Juanie Cranmer, Human Resources Manager

Ms. Cranmer shared that she had one item to report out on regarding advertising attempts. Human Resources has had an ongoing membership with an agency called Careers in Government, which automatically retrieves postings from the County's website and reposts those recruitments to their website along with various other social media outlets. We recently updated our membership to include their Diversity Program. Part of this program includes sites that will focus on diverse and minority groups. We hope to cast a broader net with our efforts of recruiting.

AGENDA ITEM NO. 7 – ADJOURN TO CLOSED SESSION – PERSONNEL MATTER

Any public reports of action taken in the closed session will be made in accordance with Government Code section 54957.1.

Pursuant to Government Code Section 54957(b) – Oral Exam Appeal
Title: Candidate – Program Manager

ADJOURNED TO CLOSED SESSION: 9:28 a.m.

RECONVENED IN OPEN SESSION: 9:42 a.m.

AGENDA ITEM NO. 8 – RECONVENE TO OPEN SESSION

Report of action taken in Closed Session

COMMISSION ACTION: By unanimous vote (3/0); IT IS SO ORDERED that the appeal is denied.

AGENDA ITEM NO. 9 – ADJOURN

THERE BEING NOTHING FURTHER TO COME BEFORE THE COMMISSION, THE MENDOCINO COUNTY CIVIL SERVICE COMMISSION ADJOURNED AT 9:43 A.M.

Juanie Cranmer

Human Resources Manager and Secretary to the Civil Service Commission



HUMAN RESOURCES – MENDOCINO COUNTY

DATE PREPARED: February 15, 2017

MEETING DATE: February 21, 2017

TO: Civil Service Commission

FROM: Juanie Cranmer, Human Resources Manager

SUBJECT: Department of Transportation Classification Study – Various Classifications

BACKGROUND & ANALYSIS

As part of an effort to address recruitment and retention difficulties in filling Equipment Operator positions, the Department of Transportation requested that Human Resources conduct a study of the classifications of Road Crew Worker, Equipment Operator, Senior Equipment Operator, Bridge Crew Worker, Road Crew Supervisor, Senior Road Crew Supervisor, and Bridge Crew Supervisor. As a result of the study, Human Resources proposes that the non-supervisory classes be combined into a new series titled Road Maintenance Worker I, II, III, IV, and V-Lead. This new series will provide greater flexibility in filling positions, create an improved method of promoting incumbents once they meet the minimum requirements of the next level, and provide more advancement opportunity for employees. Furthermore, the titling of Road Maintenance Worker creates a more accurate representation of the work performed, as many applicants for Equipment Operator positions initially believe the positions drive truck and operate equipment only.

The supervisory classes have been combined into a new series titled Road Maintenance Supervisor I, II, and III. This supervisor series more accurately addresses the duties performed, and makes distinctions between supervisors assigned to small yards and those assigned to larger yards, or who have oversight of a unit or multiple units and supervise other supervisors.

Modifications to the Maintenance Operations Coordinator classification specification are also recommended to remove duties not performed, add duties that are performed, and to reflect changes associated with proposed Road Maintenance Supervisor series and provide consistency with working conditions as presented in the proposed new series.

The current classifications and the proposed new classifications are included as attachments to this report.

The recommendation for reclassification of each incumbent is based on the duties the incumbent performs, as well as their possession of the minimum requirements, including the license they possess that allows them to operate certain equipment.

RECOMMENDATION

1. It is recommended that the Commission adopt the following classifications:
Road Maintenance Worker I, II, III, IV, and V-Lead
Road Maintenance Supervisor I, II, and III
2. It is recommended that the Commission abolish the following classifications:
Bridge Crew Worker
Road Crew Worker

Equipment Operator
 Senior Equipment Operator
 Bridge Crew Supervisor
 Road Crew Supervisor
 Senior Road Crew Supervisor

3. It is recommended the Commission adopt revisions to the class specification of Maintenance Operations Coordinator as presented, or as amended by the Commission.
4. It is further recommended that the Commission authorize the reclassification of current employees as follows:

Incumbent	Incumbent Classification	Proposed Reclassification
COLE MUNDERLOH	Road Crew Supervisor	Road Maintenance Supervisor I
RICHARD SAMS	Bridge Crew Supervisor	Road Maintenance Supervisor II
KEVIN WEER	Road Crew Supervisor	Road Maintenance Supervisor II
JERRY HARRIS	Road Crew Supervisor	Road Maintenance Supervisor II
BILLY WILLIAMSON	Sr. Road Crew Supervisor	Road Maintenance Supervisor II
WILLIAM JOHNSON	Sr. Road Crew Supervisor	Road Maintenance Supervisor II
BRIAN STEVENSON	Sr. Road Crew Supervisor	Road Maintenance Supervisor II
RICK NORMAN	Sr. Road Crew Supervisor	Road Maintenance Supervisor III
CHAD HANDY	Sr. Road Crew Supervisor	Road Maintenance Supervisor III
STERLING LONG	Sr. Road Crew Supervisor	Road Maintenance Supervisor III
MISAEEL SORIA	Road Crew Worker	Road Maintenance Worker I
GREGORY RESLER	Road Crew Worker	Road Maintenance Worker I
ROBERT HORNE	Road Crew Worker	Road Maintenance Worker I
STEVEN YOUNG	Road Crew Worker	Road Maintenance Worker II
JAMIE SILVA	Road Crew Worker	Road Maintenance Worker II
MALANYON ADAMS	Road Crew Worker	Road Maintenance Worker II
LARRY BRESHEARS	Road Crew Worker	Road Maintenance Worker II
SHAUN CLINE	Road Crew Worker	Road Maintenance Worker II
STEPHEN BILLINGS	Bridge Crew Worker	Road Maintenance Worker III
WILLIAM PETERSEN	Equipment Operator	Road Maintenance Worker III
MARSHALL FIGG-HOBLYN	Equipment Operator	Road Maintenance Worker III
DAVID BARNES	Equipment Operator	Road Maintenance Worker III
CARY BEER	Equipment Operator	Road Maintenance Worker III
WALTER CRAIN	Equipment Operator	Road Maintenance Worker III
MARK FISH	Equipment Operator	Road Maintenance Worker III
CHARLES WOODARD	Equipment Operator	Road Maintenance Worker III
STEVEN ARCHULETA	Equipment Operator	Road Maintenance Worker III
RICHARD BRANCH	Equipment Operator	Road Maintenance Worker III

HERIBERTO MARTINEZ BERMUDEZ	Equipment Operator	Road Maintenance Worker III
DAVID MCASEY	Equipment Operator	Road Maintenance Worker III
ROSS DUKE	Equipment Operator	Road Maintenance Worker III
SCOTT LISTON	Equipment Operator	Road Maintenance Worker III
GAGE FERGUSON	Sr. Equipment Operator	Road Maintenance Worker III
RODOLFO RAYA	Bridge Crew Worker	Road Maintenance Worker IV
DAVID CROTHERS	Bridge Crew Worker	Road Maintenance Worker IV
CHARLES CHERNOW	Sr. Equipment Operator	Road Maintenance Worker IV
MICHAEL JOVICH	Sr. Equipment Operator	Road Maintenance Worker IV
RHETT PARDINI	Sr. Equipment Operator	Road Maintenance Worker IV
DANIEL FISHER	Sr. Equipment Operator	Road Maintenance Worker IV
ANTHONY SILVERIA	Sr. Equipment Operator	Road Maintenance Worker IV
JOHN TINDALL	Sr. Equipment Operator	Road Maintenance Worker IV

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

Proposed
New Class

CLASS TITLE: ROAD MAINTENANCE WORKER I
DEPARTMENT: TRANSPORTATION
REPORTS TO: VARIES DEPENDING ON ASSIGNMENT
CIVIL SERVICE: YES

CLASS CODE: TBD
FLSA STATUS: N
DATE: 02/2018
BARGAINING UNIT: SEIU

JOB SUMMARY:

Under direct supervision, in a training capacity, performs skilled and semi-skilled labor, maintenance, repair, and construction work; learns the operations of light and heavy equipment within a framework of procedures to assure the overall success of operations and maintenance of all County-maintained roads, bridges, and County landfills. Incumbents may be assigned to Road Maintenance or to Bridge Maintenance. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level position in the Road Maintenance Worker series. Employees in this class receive training and are given assignments that are the least complex and set within specific procedural frameworks. This class is distinguished from the Road Maintenance Worker II in that the latter performs more complex duties and responsibilities and requires a Class B Commercial Driver's Permit. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Most incumbents are expected to promote to the Road Maintenance Worker II within one (1) year of successful performance.

Road Maintenance Worker I incumbents may be promoted to Road Maintenance Worker II, without recruitment, upon obtainment of the required Class B permit and six (6) months of experience, at the request of the appointing authority and the approval of the Human Resources Director.

SUPERVISION EXERCISED:

No supervision is exercised.

EXAMPLES OF GENERAL DUTIES AND ESSENTIAL JOB FUNCTIONS: *Duties may include but are not limited to the following.*

In a learning capacity:

- Operate various pieces of light to heavy equipment and various other related equipment and vehicles to perform the essential functions of the job.
- Perform generalized maintenance and safety checks on equipment by refueling, greasing, and checking oil, water, and/or other equipment and vehicle components.
- Complete logs and/or records or inventories by recording data such as: individual equipment utilized and/or transported, maintenance needed accidents, and other related issues.
- Perform maintenance at County landfills.
- Maintain safety and security of worksites, crewmembers, and the public.
- Respond to emergency calls in the off hours as required.
- Perform other related duties as assigned.

ROAD MAINTENANCE ASSIGNMENT: *(In addition to general duties, may include but is not limited to the following.)*

- Perform excavations and general maintenance and repair on roads, ditches, and road access areas.
- Dig, install, remove, and maintain culverts, soft spots, and sub-surface drains.
- Pave, patch, smooth, paint, stripe, and perform detailed work on new and existing roads; construct fences and guardrails.
- Perform snow removal, ice control, and storm patrol work.
- Perform sign maintenance.
- Perform seeding and reseeding functions.
- Perform traffic monitoring and control as determined by lead worker or supervisor.

BRIDGE MAINTENANCE ASSIGNMENT: *(In addition to general duties, may include but is not limited to the following.)*

- Perform basic carpentry work in the construction and repair of bridges, box culverts, guard rails, retaining walls, and related structures.
- Operate various hand and power tools associated with the construction and maintenance of bridges and related structures.
- Assist in the maintenance and repair of steel bridges by erecting and securing steel girders, stringers, guardrails, and other components.
- Construct wooden forms, form panels, and bracing for various concrete structures.
- Perform rough and detailed concrete work, including estimating, placing, and finishing.
- Perform general maintenance and safety checks on equipment, including refueling, greasing, and checking the oil, water,

- lights, and other vehicle components.
- Maintain files and records pertaining to equipment use, maintenance, accidents, and other areas.
 - Prepare and submit inventories of materials and supplies used and transported.
 - Assist in the construction of various wooden structures such as storage sheds, utility buildings, workshops, and other related structures.
 - Assist in preparation of monthly inventory and material usage reports.
 - Perform form stripping, finish work, painting, and clean-up duties on bridges and other related structures.
 - Clean and paint various wooden bridge elements.
 - Clear debris and log jams from streams and channels.
 - Excavate footings and foundations.
 - Reinforce steel culverts with concrete.
 - Sand blast and paint various steel bridge elements.

MATERIAL AND EQUIPMENT USED:

Various Hand/Power Tools; Utility Trailer; Leaf Blower; Chain Saw; Weed Eater; Pole Saw; Oil Pot; Crack Sealer; Bucket Truck; Light Equipment; Water Pumps; Concrete Mixer; Fork Lift; Power Winch; Arc Welder; Acetylene Torch; Compressor; Chipper; Vacuum Trailer; Cone Truck; Stencil Truck; Small Plow/Sander; Power Broom

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED, and six (6) months of progressively responsible related experience such as: construction or landscaping work involving moving solid material such as sand, gravel, or earth; utilizing equipment or hand tools in the clearing of land or road construction; or other similar work in the outdoors; or, a combination of related education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid CA Class C Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Operation, servicing, minor repair, and safe utilization of light to heavy equipment and tools.
- Occupational hazards and standard safety precautions necessary in the work.
- Record-keeping such as completion of maintenance logs and/or report preparation.
- Basic arithmetic, including addition, subtraction, multiplication, division, percentages, and decimals.

Skill in:

- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Using mathematics.
- Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

- Operate light and heavy equipment required to perform the essential functions of the position.
- Read, interpret, and follow safety rules, operation and maintenance instructions and procedure manuals.
- Prepare accurate correspondence and reports, calculating and compiling data.
- Work and communicate with coworkers and the general public in a courteous and effective manner.
- Troubleshoot and effectively handle problems involving several concrete variables in standardized situations.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with others.
- While performing the essential functions of this job, the employee is frequently required to walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 50 pounds.
- While performing the essential functions of this job, the employee is occasionally required to lift and/or move more than 100 pounds.

Working Conditions:

While performing the essential functions of this position, the employee is frequently exposed to outdoor weather conditions, moving mechanical parts, risk of electrical shock, fumes or airborne particles, high, precarious places, and may come in contact with toxic or caustic chemicals.

While performing the essential functions of this position, the employee may be frequently exposed to hazardous traffic conditions and extreme weather.

The incumbent's working conditions are typically loud.

Incumbents may be required to work weekends, special events, on-call, or outside of normal work schedule.

Incumbents who drive on County business to carry out job-related duties must possess a valid California driver's license upon hire for the class of vehicle driven, and meet automobile insurability requirements of the County.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

Proposed
New Class

CLASS TITLE: ROAD MAINTENANCE WORKER II
DEPARTMENT: TRANSPORTATION
REPORTS TO: VARIES DEPENDING ON ASSIGNMENT
CIVIL SERVICE: YES

CLASS CODE: TBD
FLSA STATUS: N
DATE: 02/2018
BARGAINING UNIT: SEIU

JOB SUMMARY:

Under general supervision, operates light and heavy equipment; performs skilled and semi-skilled maintenance and construction work within a framework of procedures to assure the overall success of operations and maintenance of all County-maintained roads, bridges, and County landfills. Incumbents may be assigned to Road Maintenance or to Bridge Maintenance. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Road Maintenance Worker II is distinguished from the Road Maintenance Worker I by the requirement that incumbents possess a Class B Commercial Driver's Permit, and incumbents learn to operate related equipment requiring the permit. Assignments are set within specific procedural frameworks and incumbents perform with increasing independence. This class is distinguished from the Road Maintenance Worker III in that the latter requires a Class B Commercial Driver's License and performs more complex duties and responsibilities.

Road Maintenance Worker II incumbents may be promoted to Road Maintenance Worker III, without recruitment, upon obtainment of the required Class B license and one (1) year of experience, at the request of the appointing authority, and the approval of the Human Resources Director.

SUPERVISION EXERCISED:

No supervision is exercised. May provide training to other staff.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS: *Duties may include but are not limited to the following.*

- Operate various pieces of light to heavy equipment and various other related equipment and vehicles to perform the essential functions of the job.
- Perform generalized maintenance and safety checks on equipment by refueling, greasing, and checking oil, water, and/or other equipment and vehicle components.
- Complete logs and/or records or inventories by recording data such as: individual equipment utilized and/or transported, maintenance needed, accidents, and other related issues.
- Perform maintenance at County landfills.
- Maintain safety and security of worksites, crewmembers, and the public.
- Respond to emergency calls in off hours as required.
- May transport, direct, and monitor an inmate work crew and ensure compliance with inmate work crew rules and practices.
- Perform other related duties as assigned.

ROAD MAINTENANCE ASSIGNMENT: *(In addition to general duties, may include but is not limited to the following.)*

- Perform excavations and general maintenance and repair on roads, ditches, and road access areas.
- Load and transport water, rock, fill, debris, and various other materials and equipment to and from construction sites.
- Dig, install, remove, and maintain culverts, soft spots, and sub-surface drains.
- Pave, patch, smooth, paint, stripe, and perform detailed work on new and existing roads; construct fences and guardrails.
- Perform snow removal, ice control, and storm patrol work.
- Perform sign maintenance.
- Perform seeding and reseeding functions.
- Perform traffic monitoring and control as determined by lead worker or supervisor.

BRIDGE MAINTENANCE ASSIGNMENT: *(In addition to general duties, may include but is not limited to the following.)*

- Perform carpentry work in the construction and repair of bridges, box culverts, guardrails, retaining walls, and related structures.
- Operate various hand and power tools associated with the construction and maintenance of bridges and related structures.
- Maintain and repair steel bridges by erecting and securing steel girders, stringers, guardrails, and other components.
- Construct wooden forms, form panels, and bracing for various concrete structures.
- Perform rough and detailed concrete work, including estimating, placing, and finishing.
- Perform general maintenance and safety checks on equipment, including refueling, greasing, and checking the oil, water, lights, and other vehicle components.

- Maintain files and records pertaining to equipment use, maintenance, accidents, and other areas.
- Prepare and submit inventories of materials and supplies used and transported.
- Assist in the construction of various wooden structures such as storage sheds, utility buildings, workshops, and other related structures.
- Assist in preparation of monthly inventory and material usage reports.
- Perform form stripping, finish work, painting, and clean-up duties on bridges and other related structures.
- Clean and paint various wooden bridge elements.
- Clear debris and log jams from streams and channels.
- Excavate footings and foundations.
- Reinforce steel culverts with concrete.
- Sand blast and paint various steel bridge elements.

MATERIAL AND EQUIPMENT USED:

Various Hand/Power Tools; Utility Trailer; Leaf Blower; Chain Saw; Weed Eater; Pole Saw; Oil Pot; Crack Sealer; Bucket Truck; Light Equipment; Water Pumps; Concrete Mixer; Fork Lift; Power Winch; Arc Welder; Acetylene Torch; Compressor; Chipper; Vacuum Trailer; Cone Truck; Stencil Truck; Small Plow/Sander; Power Broom; Dump Truck; Compactor; Front-End Loader; Roller

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Road Maintenance:

High school diploma or GED, and six (6) months experience as a Road Maintenance Worker I with Mendocino County, or one (1) year of progressively responsible related experience such as: construction or landscaping work involving moving solid material such as sand, gravel, or earth; utilizing equipment or hand tools in the clearing of land or road construction; or other similar work in the outdoors; or, a combination of related education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Bridge Maintenance:

High school diploma or GED, and six (6) months experience as a Road Maintenance Worker I with Mendocino County, or one (1) year of progressively responsible related experience performing duties such as bridge construction and maintenance; building concrete forms; general building construction; or metal fabrication and welding; or, a combination of related education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid CA Class C Driver's License.

Valid CA Class B Commercial Driver's Permit with Air Brake and Tanker Endorsements.

Special Requirements:

Incumbents assigned to direct an inmate work crew must pass a background check.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Operation, servicing, minor repair, and safe utilization of light to heavy equipment and tools.
- All applicable provisions of the state vehicle code relative to the operation of light to moderately heavy construction equipment and safe driving practices.
- Basic knowledge and understanding of road maintenance and construction.
- Occupational hazards and standard safety precautions necessary in the work.
- Record-keeping, such as completion of maintenance logs and/or report preparation.
- Basic arithmetic, including addition, subtraction, multiplication, division, percentages, and decimals.

Bridge Maintenance: *(In addition to above)*

- Basic knowledge and understanding of bridge maintenance and bridge construction.

Skill in:

- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Using mathematics.
- Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

- Operate light and heavy equipment required to perform the essential functions of the position.
- Read, interpret, and follow safety rules, operation and maintenance instructions and procedure manuals.
- Prepare accurate correspondence and reports, calculating and compiling data.
- Work and communicate with coworkers and the general public in a courteous and effective manner.
- Troubleshoot and effectively handle problems involving several concrete variables in standardized situations.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with others.
- While performing the essential functions of this job, the employee is frequently required to walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 50 pounds.
- While performing the essential functions of this job, the employee is occasionally required to lift and/or move more than 100 pounds.

Working Conditions:

While performing the essential functions of this position, the employee is frequently exposed to outdoor weather conditions, moving mechanical parts, risk of electrical shock, fumes or airborne particles, high, precarious places, and may come in contact with toxic or caustic chemicals.

While performing the essential functions of this position, the employee may be frequently exposed to hazardous traffic conditions and extreme weather.

The incumbent's working conditions are typically loud.

Incumbents may be required to work weekends, special events, on-call, or outside of normal work schedule.

Incumbents who drive on County business to carry out job-related duties must possess a valid California driver's license upon hire for the class of vehicle driven, and meet automobile insurability requirements of the County.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

Proposed New Class

CLASS TITLE: ROAD MAINTENANCE WORKER III
DEPARTMENT: TRANSPORTATION
REPORTS TO: VARIES DEPENDING ON ASSIGNMENT
CIVIL SERVICE: YES

CLASS CODE: TBD
FLSA STATUS: N
DATE: 02/2018
BARGAINING UNIT: SEIU

JOB SUMMARY:

Under limited supervision, operates light and heavy equipment; performs advanced, skilled, and semi-skilled maintenance and construction work within a framework of procedures to assure the overall success of operations and maintenance of all County-maintained roads, bridges, and County landfills. Incumbents may be assigned to Road Maintenance or to Bridge Maintenance. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level in the Road Maintenance Worker series. Incumbents perform assignments independently that are more complex in nature, while maintaining specific procedural frameworks. This class is distinguished from the Road Maintenance Worker II by its performance of more complex duties and possession of a Class B Commercial Driver's License. This class is distinguished from the Road Maintenance Worker IV by the latter's performance of more complex work, and, when assigned to Road Maintenance, the operation of equipment requiring possession of Class A Commercial Driver's License.

Road Maintenance Worker III incumbents may be promoted to Road Maintenance Worker IV, without recruitment, upon obtainment of the required Class A license and one (1) year of experience, at the request of the appointing authority, and the approval of the Human Resources Director.

SUPERVISION EXERCISED:

No supervision is exercised. May provide training to other staff.

EXAMPLES OF GENERAL DUTIES AND ESSENTIAL JOB FUNCTIONS: *Duties may include but are not limited to the following.*

- Operate various pieces of light to heavy equipment and various other related equipment and vehicles to perform the essential functions of the job.
- Perform generalized maintenance and safety checks on equipment by refueling, greasing, and checking oil, water, and/or other equipment and vehicle components.
- Complete logs and/or records or inventories by recording data such as: individual equipment utilized and/or transported, maintenance needed, accidents, and other related issues.
- Perform maintenance at County landfills.
- Maintain safety and security of worksites, crewmembers, and the public.
- Respond to emergency calls in off hours as required.
- May transport, direct, and monitor an inmate work crew and ensure compliance with inmate work crew rules and practices.
- May act in a lead capacity for brief periods of time in the absence of a lead worker.
- Perform other related duties as assigned.

ROAD MAINTENANCE ASSIGNMENT: *(In addition to general duties, may include but is not limited to the following.)*

- Perform excavations and general maintenance and repair on roads, ditches, and road access areas.
- Load and transport water, rock, fill, debris, and various other materials and equipment to and from construction sites.
- Dig, install, remove, and maintain culverts, soft spots, and sub-surface drains.
- Pave, patch, smooth, paint, stripe, and perform detailed work on new and existing roads; construct fences and guardrails.
- Perform snow removal, ice control, and storm patrol work.
- Perform sign maintenance.
- Perform seeding and reseeding functions.
- Perform traffic monitoring and control as determined by lead worker or supervisor.

BRIDGE MAINTENANCE ASSIGNMENT: *(In addition to general duties, may include but is not limited to the following.)*

- Perform carpentry work in the construction and repair of bridges, box culverts, guardrails, retaining walls, and related structures.
- Operate various hand and power tools associated with the construction and maintenance of bridges and related structures.
- Maintain and repair steel bridges by erecting and securing steel girders, stringers, guardrails, and other components.
- Construct wooden forms, form panels, and bracing for various concrete structures.

- Perform rough and detailed concrete work, including estimating, placing, and finishing.
- Perform general maintenance and safety checks on equipment, including refueling, greasing, and checking the oil, water, lights, and other vehicle components.
- Maintain files and records pertaining to equipment use, maintenance, accidents, and other areas.
- Prepare and submit inventories of materials and supplies used and transported.
- Assist in the construction of various wooden structures such as storage sheds, utility buildings, workshops, and other related structures.
- Assist in preparation of monthly inventory and material usage reports.
- Perform form stripping, finish work, painting, and clean-up duties on bridges and other related structures.
- Clean and paint various wooden bridge elements.
- Clear debris and log jams from streams and channels.
- Excavate footings and foundations.
- Reinforce steel culverts with concrete.
- Sand blast and paint various steel bridge elements.

MATERIAL AND EQUIPMENT USED:

Various Hand/Power Tools; Utility Trailer; Leaf Blower; Chain Saw; Weed Eater; Pole Saw; Oil Pot; Crack Sealer; Bucket Truck; Light Equipment; Water Pumps; Concrete Mixer; Fork Lift; Power Winch; Arc Welder; Acetylene Torch; Compressor; Chipper; Vacuum Trailer; Cone Truck; Stencil Truck; Small Plow/Sander; Power Broom; Dump Truck; Compactor; Front-End Loader; Roller; Bucket Truck; Water Truck; Skid Steer and Attachments; Backhoe; Gradall; Paving Machine; Mower; Commercial Plow/Sander; Road Striper; Street Sweeper; Asphalt Zipper; Laser Level

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Road Maintenance:

High School diploma or GED, and one (1) year experience as a Road Maintenance Worker II with Mendocino County, or two (2) years of progressively responsible related experience such as: construction or landscaping work involving moving solid material such as sand, gravel, or earth; utilizing equipment or hand tools in the clearing of land or road construction; or other related work requiring a Class B license; or, a combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Bridge Maintenance:

High School diploma or GED, and one (1) year experience as a Road Maintenance Worker II with Mendocino County, or two (2) years of progressively responsible related experience performing duties such as bridge construction and maintenance; building concrete forms; general building construction; metal fabrication or welding; or other related work requiring a Class B license; or, a combination of related education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid CA Class B Commercial Driver's License (Manual Transmission), with Air Break and Tanker Endorsements.

Special Requirements:

Incumbents assigned to direct an inmate work crew must pass a background check.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Operation, servicing, minor repair, and safe utilization of light to heavy equipment and tools.
- All applicable provisions of the state vehicle code relative to the operation of light to moderately heavy construction equipment and safe driving practices.
- Basic knowledge and understanding of road maintenance and construction.
- Occupational hazards and standard safety precautions necessary in the work.
- Record-keeping, such as completion of maintenance logs and/or report preparation.
- Basic arithmetic, including addition, subtraction, multiplication, division, percentages, and decimals.

Bridge Maintenance: *(In addition to above)*

- Basic bridge construction and maintenance equipment, including the operation, servicing, and minor repair of equipment.
- Methods, materials, and equipment utilized in the construction and maintenance of bridges and other related structures.

Skill in:

- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Using mathematics.
- Operating and maintaining all assigned equipment required to perform the essential functions of the job.
- Organizing, assigning, leading, and reviewing the work of staff.

Mental and Physical Abilities:

- Operate light and heavy equipment required to perform the essential functions of the position.
- Read, interpret, and follow safety rules, operation and maintenance instructions and procedure manuals.
- Prepare accurate correspondence and reports, calculating and compiling data.
- Work and communicate with coworkers and the general public in a courteous and effective manner.
- Troubleshoot and effectively handle problems involving several concrete variables in standardized situations.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with others.
- While performing the essential functions of this job, the employee is frequently required to walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 50 pounds.
- While performing the essential functions of this job, the employee is occasionally required to lift and/or move more than 100 pounds.

Working Conditions:

While performing the essential functions of this position, the employee is frequently exposed to outdoor weather conditions, moving mechanical parts, risk of electrical shock, fumes or airborne particles, high, precarious places, and may come in contact with toxic or caustic chemicals.

While performing the essential functions of this position, the employee may be frequently exposed to hazardous traffic conditions and extreme weather.

The incumbent's working conditions are typically loud.

Incumbents may be required to work weekends, special events, on-call, or outside of normal work schedule.

Incumbents who drive on County business to carry out job-related duties must possess a valid California driver's license upon hire for the class of vehicle driven, and meet automobile insurability requirements of the County.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

Proposed
New Class

CLASS TITLE: ROAD MAINTENANCE WORKER IV
DEPARTMENT: TRANSPORTATION
REPORTS TO: VARIES DEPENDING ON ASSIGNMENT
CIVIL SERVICE: YES

CLASS CODE: TBD
FLSA STATUS: N
DATE: 02/2018
BARGAINING UNIT: SEIU

JOB SUMMARY:

Under limited supervision, operates light and heavy equipment; performs advanced, skilled, and semi-skilled maintenance and construction work within a framework of procedures to assure the overall success of operations and maintenance of all County-maintained roads, bridges, and County landfills. Incumbents may be assigned to Road Maintenance or to Bridge Maintenance, depending upon license qualifications. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the advanced-journey level in the Road Maintenance Worker series. Incumbents perform assignments independently that are more complex in nature. This class is distinguished from the Road Maintenance Worker III by its performance of more complex assignments, and, when assigned to Road Maintenance, by the operation of equipment requiring a Class A Commercial Driver's License. This class is distinguished from the Road Maintenance Worker V – Lead in that the latter functions as a lead worker and performs a full range of the most complex duties and equipment operation, and duties related to daily reports and inventories.

SUPERVISION EXERCISED:

No supervision is exercised. May provide training to other staff. May be assigned temporary lead worker responsibilities.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS: *Duties may include but are not limited to the following.*

- Operate various pieces of light to heavy equipment and various other related equipment and vehicles to perform the essential functions of the job.
- Perform generalized maintenance and safety checks on equipment by refueling, greasing, and checking oil, water, and/or other equipment and vehicle components.
- Complete logs and/or records or inventories by recording data such as: individual equipment utilized and/or transported, maintenance needed, accidents, and other related issues.
- Transport heavy equipment and machinery to and from job sites on tilt trailers.
- Transport materials using transfer trailer truck to and from job sites.
- Perform maintenance at County landfills.
- Maintain safety and security of worksites, crewmembers, and the public.
- Respond to emergency calls in off hours as required.
- May transport, direct, and monitor an inmate work crew and ensure compliance with inmate work crew rules and practices.
- May act in a lead capacity for brief periods of time in the absence of a lead worker.
- Perform other related duties as assigned.

ROAD MAINTENANCE ASSIGNMENT: *(In addition to general duties, may include but are not limited to the following:)*

- Perform excavations and general maintenance and repair on roads, ditches, and road access areas.
- Load and transport water, rock, fill, debris, and various other materials and equipment to and from construction sites.
- Dig, install, remove, and maintain culverts, soft spots, and sub-surface drains.
- Pave, patch, smooth, paint, stripe, and perform detailed work on new and existing roads; construct fences and guardrails.
- Perform snow removal, ice control, and storm patrol work.
- Perform sign maintenance.
- Perform seeding and reseeding functions.
- Perform traffic monitoring and control as determined by lead worker or supervisor.

BRIDGE MAINTENANCE ASSIGNMENT: *(In addition to general duties, may include but are not limited to the following:)*

- Perform carpentry work in the construction and repair of bridges, box culverts, guardrails, retaining walls, and related structures.
- Operate various hand and power tools associated with the construction and maintenance of bridges and related structures.
- Maintain and repair steel bridges by erecting and securing steel girders, stringers, guardrails, and other components.
- Construct wooden forms, form panels, and bracing for various concrete structures.
- Perform rough and detailed concrete work, including estimating, placing, and finishing.

- Perform general maintenance and safety checks on equipment, including refueling, greasing, and checking the oil, water, lights, and other vehicle components.
- Maintain files and records pertaining to equipment use, maintenance, accidents, and other areas.
- Prepare and submit inventories of materials and supplies used and transported.
- Assist in the construction of various wooden structures such as storage sheds, utility buildings, workshops, and other related structures.
- Assist in preparation of monthly inventory and material usage reports.
- Perform form stripping, finish work, painting, and clean-up duties on bridges and other related structures.
- Clean and paint various wooden bridge elements.
- Clear debris and log jams from streams and channels.
- Excavate footings and foundations.
- Reinforce steel culverts with concrete.
- Sand blast and paint various steel bridge elements.

MATERIAL AND EQUIPMENT USED:

Various Hand/Power Tools, Utility Trailer; Leaf Blower; Chain Saw; Weed Eater; Pole Saw; Oil Pot; Crack Sealer; Bucket Truck; Light Equipment; Water Pumps; Concrete Mixer; Fork Lift; Power Winch; Arc Welder; Acetylene Torch; Compressor; Chipper; Vacuum Trailer; Cone Truck; Stencil Truck; Small Plow/Sander; Power Broom; Dump Truck; Compactor; Front-End Loader; Roller; Bucket Truck; Water Truck; Skid Steer and Attachments; Backhoe; Gradall; Paving Machine; Mower; Commercial Plow/Sander; Road Striper; Street Sweeper; Asphalt Zipper; Laser Level; Tilt Trailer; Excavator; Transfer Truck; Grader

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Road Maintenance:

High school diploma or GED, and one (1) year experience as a Road Maintenance Worker III with Mendocino County, or two (2) years of progressively responsible related experience such as: construction or landscaping work involving the grading or moving of solid material such as sand, gravel, or earth; utilizing equipment or hand tools in the clearing of land or road construction; or other related work requiring a Class B license; or, a combination of related education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid CA Class A Commercial Driver's License (Manual Transmission), with Air Brake and Tanker Endorsements.

Bridge Maintenance:

High school diploma or GED, and one (1) year experience as a Road Maintenance Worker III with Mendocino County, or two (2) years of progressively responsible related experience such as: bridge construction and maintenance; building concrete forms; general building construction; metal fabrication and welding, or other work requiring a Class B license; or, a combination of related education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid CA Class B Commercial Driver's License (Manual Transmission), with Air Brake and Tanker Endorsements.

Special Requirements:

Incumbents assigned to direct an inmate work crew must pass a background check.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Operation, servicing, minor repair, and safe utilization of light to heavy equipment and tools.
- All applicable provisions of the state vehicle code relative to the operation of light to moderately heavy construction equipment and safe driving practices.
- Knowledge and understanding of road maintenance and construction.
- Occupational hazards and standard safety precautions necessary in the work.
- Record-keeping, such as completion of maintenance logs and/or report preparation.
- Basic arithmetic, including addition, subtraction, multiplication, division, percentages, and decimals.

Bridge Maintenance: *(In addition to above)*

- Bridge construction and maintenance equipment, including the operation, servicing, and minor repair of equipment.
- Methods, materials, and equipment utilized in the construction and maintenance of bridges and other related structures.

Skill in:

- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Using mathematics.
- Operating and maintaining all assigned equipment required to perform the essential functions of the job.
- Organizing, assigning, leading, and reviewing the work of staff.

Mental and Physical Abilities:

- Operate light and heavy equipment required to perform the essential functions of the position.
- Read, interpret, and follow safety rules, operation and maintenance instructions, and procedure manuals.
- Prepare accurate correspondence and reports, calculating and compiling data.
- Work and communicate with coworkers and the general public in a courteous and effective manner.
- Troubleshoot and effectively handle problems involving several concrete variables in standardized situations.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with others.
- While performing the essential functions of this job, the employee is frequently required to walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 50 pounds.
- While performing the essential functions of this job, the employee is occasionally required to lift and/or move more than 100 pounds.

Working Conditions:

While performing the essential functions of this position, the employee is frequently exposed to outdoor weather conditions, moving mechanical parts, risk of electrical shock, fumes or airborne particles, high precarious places, and may come in contact with toxic or caustic chemicals

While performing the essential functions of this position, the employee may be frequently exposed to hazardous traffic conditions and extreme weather.

The incumbent's working conditions are typically loud.

Incumbents may be required to work weekends, special events, on-call, or outside of normal work schedule.

Incumbents who drive on County business to carry out job-related duties must possess a valid California driver's license upon hire for the class of vehicle driven, and meet automobile insurability requirements of the County.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

Proposed
New Class

CLASS TITLE: ROAD MAINTENANCE WORKER V – LEAD
DEPARTMENT: TRANSPORTATION
REPORTS TO: VARIES DEPENDING ON ASSIGNMENT
CIVIL SERVICE: YES

CLASS CODE: TBD
FLSA STATUS: N
DATE: 02/2018
BARGAINING UNIT: SEIU

JOB SUMMARY:

Under limited supervision, functioning as a lead worker, operates light and heavy equipment; performs advanced, skilled, and semi-skilled maintenance and construction work within a framework of procedures to assure the overall success of operations and maintenance of all County-maintained roads, bridges, and County landfills. Incumbents may be assigned to Road Maintenance or to Bridge Maintenance, depending upon license qualifications. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the lead level within the Road Maintenance Worker series. Incumbents perform assignments independently that are the most complex in nature, requiring advanced skill in equipment operation and a high-degree of technical knowledge of maintenance operations. This class is distinguished from Road Maintenance Worker IV by its performance of more complex work and its lead worker responsibilities. This class is distinguished from the Road Maintenance Supervisor series by the latter's supervisory responsibilities.

SUPERVISION EXERCISED:

No supervision is exercised. Functions as a lead worker and provides training to other staff.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS: *Duties may include but are not limited to the following.*

- Perform lead worker activities such as: assign work and instruct crews in work procedures and safe work practices; provide technical assistance to crews in resolving difficult problems; make recommendations in performance appraisals and report problems to the supervisor.
- Perform the most complex duties requiring a high level of skill and expertise in equipment operation and technical knowledge.
- Operate various pieces of light to heavy equipment and various other related equipment and vehicles to perform the essential functions of the job.
- Perform generalized maintenance and safety checks on equipment by refueling, greasing, and checking oil, water, and/or other equipment and vehicle components.
- Complete daily reports and fuel and material inventories by recording data such as: individual equipment utilized and/or transported, maintenance needed, accidents, and other related issues.
- Transport heavy equipment and machinery to and from job sites on tilt trailers.
- Transport materials using transfer trailer truck to and from job sites.
- Perform maintenance at County landfills.
- Maintain safety and security of worksites, crewmembers, and the public.
- Respond to emergency calls in off hours as required.
- May transport, direct, and monitor an inmate work crew and ensure compliance with inmate work crew rules and practices.
- May act as supervisor for brief periods of time during the absence of a supervisor.
- Perform other related duties as assigned.

ROAD MAINTENANCE ASSIGNMENT: *(In addition to general duties, may include but is not limited to the following.)*

- Perform excavations and general maintenance and repair on roads, ditches, and road access areas.
- Load and transport water, rock, fill, debris, and various other materials and equipment to and from construction sites.
- Dig, install, remove, and maintain culverts, soft spots, and sub-surface drains.
- Pave, patch, smooth, paint, stripe, and perform detailed work on new and existing roads; construct fences and guardrails.
- Perform snow removal, ice control, and storm patrol work.
- Perform sign maintenance.
- Perform seeding and reseeding functions.
- Perform traffic monitoring and control as determined by supervisor.

BRIDGE CREW ASSIGNMENT: *(In addition to general duties, may include but is not limited to the following:)*

- Perform carpentry work in the construction and repair of bridges, box culverts, guardrails, retaining walls, and related structures.

- Operate various hand and power tools associated with the construction and maintenance of bridges and related structures.
- Maintain and repair steel bridges by erecting and securing steel girders, stringers, guardrails, and other components.
- Construct wooden forms, form panels, and bracing for various concrete structures.
- Perform rough and detailed concrete work, including estimating, placing, and finishing.
- Perform general maintenance and safety checks on equipment, including refueling, greasing, and checking the oil, water, lights, and other vehicle components.
- Maintain files and records pertaining to equipment use, maintenance, accidents, and other areas.
- Prepare and submit inventories of materials and supplies used and transported.
- Assist in the construction of various wooden structures such as storage sheds, utility buildings, workshops, and other related structures.
- Assist in preparation of monthly inventory and material usage reports.
- Perform form stripping, finish work, painting, and clean-up duties on bridges and other related structures.
- Clean and paint various wooden bridge elements.
- Clear debris and log jams from streams and channels.
- Excavate footings and foundations.
- Reinforce steel culverts with concrete.
- Sand blast and paint various steel bridge elements.

MATERIAL AND EQUIPMENT USED:

Computer; Printer; Office Equipment; Various Hand/Power Tools; Utility Trailer; Leaf Blower; Chain Saw; Weed Eater; Pole Saw; Oil Pots; Crack Sealer; Bucket Truck; Light Equipment; Water Pumps; Concrete Mixer; Fork Lift; Power Winch; Arc Welder; Acetylene Torch; Compressor; Chipper; Vacuum Trailer; Cone Truck; Stencil Truck; Small Plow/Sander; Power Broom; Dump Truck; Compactor; Front-End Loader; Roller; Bucket Truck; Water Truck; Skid Steer and Attachments; Backhoe; Gradall; Paving Machine; Mower; Commercial Plow/Sander; Road Striper; Street Sweeper; Asphalt Zipper; Laser Level; Tilt Trailer; Excavator; Transfer Truck; Grader; Low Bed Trailer; Dozer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Road Maintenance:

High school diploma or GED, and one (1) year of experience equivalent to that of Road Maintenance Worker IV with Mendocino County, or three (3) years of progressively responsible related experience such as: construction or landscaping work involving the grading or moving of solid material such as sand, gravel, or earth; utilizing equipment or hand tools in the clearing of land or road construction; or other or other related work requiring a Class A license; or, a combination of related education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid CA Class A Commercial Driver's License (Manual Transmission), with Air Brake and Tanker Endorsements.

Bridge Maintenance:

High school diploma or GED, and one (1) year of experience equivalent to that of Road Maintenance Worker IV with Mendocino County, or three (3) years of progressively responsible related experience performing duties such as: bridge construction and maintenance; building concrete forms; general building construction; metal fabrication and welding, or other work requiring a Class B license; or, a combination of related education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid CA Class B Commercial Driver's License (Manual Transmission), with Air Brake with Tanker Endorsements.

Special Requirement:

Incumbents assigned to direct an inmate work crew must pass a background check.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Operation, servicing, minor repair, and safe utilization of light to heavy equipment and tools.
- All applicable provisions of the state vehicle code relative to the operation of light to moderately heavy construction equipment and safe driving practices.

- Occupational hazards and standard safety precautions necessary in the work.
- Record-keeping, such as completion of maintenance logs and/or report preparation.
- Basic arithmetic, including addition, subtraction, multiplication, division, percentages, and decimals.

Bridge Maintenance: *(In addition to above)*

- Bridge construction and maintenance equipment, including the operation, servicing, and minor repair of equipment.
- Methods, materials, and equipment utilized in the construction and maintenance of bridges and other related structures.

Skill in:

- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Using mathematics.
- Operating and maintaining all assigned equipment required to perform the essential functions of the job.
- Organizing, assigning, leading, and reviewing the work of staff.

Mental and Physical Abilities:

- Operate light and heavy equipment required to perform the essential functions of the position.
- Read, interpret, and follow safety rules, operation and maintenance instructions, and procedure manuals.
- Prepare accurate correspondence and reports, calculating and compiling data.
- Work and communicate with coworkers and the general public in a courteous and effective manner.
- Troubleshoot and effectively handle problems involving several concrete variables in standardized situations.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with others.
- While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 50 pounds.
- While performing the essential functions of this job, the employee is occasionally required to walk, lift, and/or move more than 100 pounds.

Working Conditions:

While performing the essential functions of this position, the employee is frequently exposed to outdoor weather conditions, moving mechanical parts, risk of electrical shock, fumes or airborne particles, high precarious places, and may come in contact with toxic or caustic chemicals.

While performing the essential functions of this position, the employee may be frequently exposed to hazardous traffic conditions and extreme weather.

The incumbent's working conditions are typically loud.

Incumbents may be required to work weekends, special events, on-call, or outside of normal work schedule.

Incumbents who drive on County business to carry out job-related duties must possess a valid California driver's license upon hire for the class of vehicle driven, and meet automobile insurability requirements of the County.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.



Proposed –
New Class

ROAD MAINTENANCE SUPERVISOR I / II Classification Specification

JOB SUMMARY:

Under general supervision, plan, coordinate, organize, supervise, and train road crew(s) in the construction, repair, and maintenance of County roads and bridges in assigned area. Performs road or bridge maintenance as required. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Road Crew Supervisor I: This is a first-line supervisory level class; the work consists of responsible supervisory and routine administrative duties within a large yard. Incumbents plan, organize, schedule, assign, and direct the work of a crew and provide technical assistance as necessary. Incumbents in this class report to a Road Maintenance Supervisor III. This class is distinguished from Road Maintenance Supervisor II in that the latter functions as a single-incumbent supervisor over a small yard or a division (support unit or bridge maintenance) and reports to the Maintenance Operations Coordinator or Deputy Director.

Road Maintenance Supervisor II: This is a first-line supervisory level class; the work consists of responsible supervisory and routine administrative duties within a small yard or division (support unit or bridge crew). Incumbents plan, organize, schedule, assign, and direct the work of the road crew incumbents and provide technical assistance as necessary. Incumbents in this class are responsible for the operations of assigned yard or division, and report directly to the Maintenance Operations Coordinator or Deputy Director. This classification is distinguished from Road Maintenance Supervisor III in that the latter performs more complex and varied supervisory and administrative duties in a large yard, and by the performance of project management/coordination duties and training responsibilities.

SUPERVISION EXERCISED:

Road Crew Supervisor I and II exercise first-line supervision over road crews consisting of Road Maintenance Workers.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS: *Duties may include but are not limited to the following.*

- Carry out supervisory responsibility in accordance with policies, procedures, and applicable laws including: training in job skills; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.
- Inspect and evaluate the condition of roads and other related public works projects in assigned area.
- Anticipate and estimate repair costs for road maintenance and re-construction, including the cost of labor, equipment, and materials.
- Supervise various maintenance and construction activities as assigned.
- Assign and supervise the general maintenance and safety of assigned equipment, shops, vehicles, and storage areas.
- Recommend required maintenance, repair, and construction on roads, arteries, bridges, and/or other related public works projects.
- Train and evaluate personnel in the maintenance, repair, and construction of roads, culverts, access areas, and other similar projects.
- Prepare and submit requisitions for materials, tools, supplies, personnel, and/or other necessities.
- Serve as liaison for the department to property owners, businesses, and private contracts.
- Assist in making recommendations in the selection and disciplining of personnel.
- Monitor construction by non-County crews when encroachment or right of entry permits are involved, and ensure compliance thereof.
- Maintain inventory and material stock-piling records.
- Perform maintenance at County landfills.
- Maintain safety and security of worksites, crewmembers, and the public.
- Respond to emergency calls in off hours as required.
- May transport, direct, and monitor an inmate work crew and ensure compliance with inmate work crew rules and practices.
- Participate in road maintenance, road construction, and equipment operation as needed.
- Perform other related duties as assigned.

BRIDGE MAINTENANCE ASSIGNMENT: *(In addition to general duties, may include but is not limited to the*

following.)

- Inspection, installation, and maintenance of bridges, box culverts, guardrails, retaining walls, and related structures.

SUPPORT UNIT ASSIGNMENT: *(In addition to general duties, may include but is not limited to the following.)*

- Stormwater inspection and maintenance.
- Road signage and striping installation and maintenance.

MATERIAL AND EQUIPMENT USED:

Computer; Printer; Office Equipment; Various Hand/Power Tools; Utility Trailer; Leaf Blower; Chain Saw; Weed Eater; Pole Saw; Oil Pots; Crack Sealer; Bucket Truck; Light Equipment; Water Pumps; Concrete Mixer; Fork Lift; Power Winch; Arc Welder; Acetylene Torch; Compressor; Chipper; Vacuum Trailer; Cone Truck; Stencil Truck; Small Plow/Sander; Power Broom; Dump Truck; Compactor; Front End Loader; Roller; Bucket Truck; Water Truck; Grader; Skid Steer & Attachments; Backhoe; Gradall; Paving Machine; Mower; Commercial Plow/Sander; Road Striper; Street Sweeper; Asphalt Zipper; Laser Level; Tilt Trailer; Low Bed Trailer; Excavator; Transfer Truck; Dozer

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

High school diploma or GED and two (2) years of experience as a crew leader, or in an advanced journey-level capacity, in road or bridge maintenance and construction work at a level equivalent to the Road Maintenance Worker V-Lead; or, an equivalent combination of related education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Road Maintenance and Support Unit:

Valid CA Class A Commercial Driver's License (Manual Transmission), with Air Brake and Tanker Endorsements

Bridge Maintenance:

Valid CA Class B Commercial Driver's License (Manual Transmission), with Air Brake and Tanker Endorsements

Special Requirements:

Incumbents assigned to direct an inmate work crew must pass a background check.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of employee supervision, including selection, training, work evaluation and discipline.
- Provisions for safe road construction/maintenance and the operation of light and heavy equipment.
- Light and heavy road construction equipment, including the operation, servicing, and minor repair of equipment.
- Procedures, methods, tools, and equipment utilized in road construction, repair, and maintenance.
- Recordkeeping, report preparation, filing methods, and records management techniques.
- Standard business arithmetic, including percentages and decimals.
- Administration of staff and activities, either directly or through subordinate supervision.
- Applicable state, federal, and local ordinances, laws, rules and regulations.
- Storm water management and reporting.
- All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

- Planning, estimating, coordinating, and scheduling the work of a crew.
- Training staff in work procedures.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Communicating clearly and effectively, both orally and in writing.
- Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Mental and Physical Abilities:

- Establish and maintain effective working relationships with a variety of individuals
- Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.
- Interpret a variety of instructions in written, oral, diagram, or schedule form.
- Deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 50 pounds.
- While performing the essential functions of this job, the employee is occasionally required to walk, lift, and/or move more than 100 pounds.

Working Conditions:

While performing the essential functions of this position, the employee is frequently exposed to outdoor weather conditions, moving mechanical parts, risk of electrical shock, fumes or airborne particles, high precarious places, and may come in contact with toxic or caustic chemicals.

While performing the essential functions of this position, the employee may be frequently exposed to hazardous traffic conditions and extreme weather.

The incumbent's working conditions are typically loud.

Incumbents may be required to work weekends, special events, on-call or outside of normal work schedule.

Incumbents who drive on County business to carry out job-related duties must possess a valid California driver's license upon hire for the class of vehicle driven and meet automobile insurability requirements of the County.

ADDITIONAL INFORMATION:

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: ROAD MAINTENANCE SUPERVISOR I

CLASS CODE: TBD

CLASS TITLE: ROAD MAINTENANCE SUPERVISOR II

CLASS CODE: TBD

DEPARTMENT: TRANSPORTATION

REPORTS TO: ROAD MAINTENANCE SUPERVISOR III or MAINTENANCE OPERATIONS COORDINATOR

FLSA STATUS: N

CIVIL SERVICE: YES

BARGAINING UNIT: SEIU

ADOPTED: 2/2018

History Notes:



Proposed
New Class

ROAD MAINTENANCE SUPERVISOR III Classification Specification

JOB SUMMARY:

Under limited supervision, plans, coordinates, organizes, supervises, and trains or oversees the training of road crew(s) in the construction, repair, and maintenance of County roads and bridges in assigned areas. Performs road or bridge maintenance as required. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a second-level supervisory class; the work consists of highly responsible supervisory and administrative duties, and project management/coordination duties. Incumbents plan, organize, schedule, assign, and direct the work of the road crew incumbents, train or oversee the training of other staff, and provide technical assistance as necessary. Incumbents in this class are responsible for the operations of an assigned large yard and report to the Maintenance Operations Coordinator or Deputy Director. This class is distinguished from Road Maintenance Supervisor II by the performance of second-level supervisory duties, oversight of multiple work crews, and by programmatic administrative duties. This class is distinguished from the Maintenance Operations Coordinator in that the latter functions in a management capacity to assist the Deputy Director Transportation – Maintenance Services in planning and directing the operations of the Maintenance Division.

SUPERVISION EXERCISED:

Road Maintenance Supervisor III exercises supervision over Road Maintenance Supervisor I.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS: *Duties may include but are not limited to the following.*

- Carry out supervisory responsibility in accordance with policies, procedures, and applicable laws including: training in job skills; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.
- Perform project management/coordination duties related to projects and programs such as: dust suppression, vegetation management, chip seals, asphalt overlays, striping and grading, stormwater, and corrective maintenance.
- Assist in the procurement of materials and equipment.
- Inspect and evaluate the condition of roads and other related public works projects in assigned area.
- Anticipate and estimate repair costs for road maintenance and re-construction, including the cost of labor, equipment, and materials.
- Supervise various maintenance and construction activities as assigned.
- Assign and supervise the general maintenance and safety of assigned equipment, shops, vehicles, and storage areas.
- Recommend required maintenance, repair, and construction on roads, arteries, bridges, and/or other related public works projects.
- Train and evaluate personnel in the maintenance, repair, and construction of roads, culverts, access areas, and other similar projects.
- Prepare and submit requisitions for materials, tools, supplies, personnel, and/or other necessities.
- Serve as liaison for the department to property owners, businesses, and private contracts.
- Assist in making recommendations in the selection and disciplining of personnel.
- Monitor construction by non-County crews when encroachment or right of entry permits are involved, and ensure compliance thereof.
- Maintain inventory and material stock-piling records.
- Perform maintenance at County landfills.
- Maintain safety and security of worksites, crewmembers, and the public.
- Respond to emergency calls in off hours as required.
- May transport, direct, and monitor an inmate work crew and ensure compliance with inmate work crew rules and practices.
- Participate in road maintenance, road construction, and equipment operation as needed.
- Perform other related duties as assigned.

BRIDGE MAINTENANCE ASSIGNMENT: *(In addition to general duties, may include but is not limited to the following.)*

- Inspection, installation, and maintenance of bridges, box culverts, guardrails, retaining walls, and related

structures.

SUPPORT UNIT ASSIGNMENT: *(In addition to general duties, may include but is not limited to the following.)*

- Stormwater inspection and maintenance.
- Road signage and striping installation and maintenance.

MATERIAL AND EQUIPMENT USED:

Computer; Printer; Office Equipment; Various Hand/Power Tools; Utility Trailer; Leaf Blower; Chain Saw; Weed Eater; Pole Saw; Oil Pots; Crack Sealer; Bucket Truck; Light Equipment; Water Pumps; Concrete Mixer; Fork Lift; Power Winch; Arc Welder; Acetylene Torch; Compressor; Chipper; Vacuum Trailer; Cone Truck; Stencil Truck; Small Plow/Sander; Power Broom; Dump Truck; Compactor; Front End Loader; Roller; Bucket Truck; Water Truck; Grader; Skid Steer & Attachments; Backhoe; Gradall; Paving Machine; Mower; Commercial Plow/Sander; Road Striper; Street Sweeper; Asphalt Zipper; Laser Level; Tilt Trailer; Low Bed Trailer; Excavator; Transfer Truck; Dozer

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

High school diploma or GED and two (2) years of experience supervisory capacity performing supervisory and road or bridge maintenance construction duties equivalent to Road Maintenance Supervisor I or II; or an equivalent combination of related education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Road Maintenance and Support Unit:

Valid CA Class A Commercial Driver's License (Manual Transmission), with Air Brake and Tanker Endorsements

Bridge Maintenance:

Valid CA Class B Commercial Driver's License (Manual Transmission), with Air Brake and Tanker Endorsements.

Special Requirements:

Incumbents assigned to direct an inmate work crew must pass a background check.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of employee supervision, including selection, training, work evaluation and discipline.
- Principles and practices of project management and coordination.
- Provisions for safe road construction/maintenance and the operation of light and heavy equipment.
- Light and heavy road construction equipment, including the operation, servicing, and minor repair of equipment.
- Procedures, methods, tools, and equipment utilized in road construction, repair, and maintenance.
- Recordkeeping, report preparation, filing methods, and records management techniques.
- Standard business arithmetic, including percentages and decimals.
- Administration of staff and activities, either directly or through subordinate supervision.
- Applicable state, federal, and local ordinances, laws, rules and regulations.
- Stormwater management and reporting.
- All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

- Planning, estimating, coordinating, and scheduling the work of a crew or several crews.
- Training staff in work procedures.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Communicating clearly and effectively, both orally and in writing.
- Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Mental and Physical Abilities:

- Establish and maintain effective working relationships with a variety of individuals
- Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals,

and so forth.

- Interpret a variety of instructions in written, oral, diagram, or schedule form.
- Deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 50 pounds.
- While performing the essential functions of this job, the employee is occasionally required to walk, lift, and/or move more than 100 pounds.

Working Conditions:

While performing the essential functions of this position, the employee is frequently exposed to outdoor weather conditions, moving mechanical parts, risk of electrical shock, fumes or airborne particles, high precarious places, and may come in contact with toxic or caustic chemicals.

While performing the essential functions of this position, the employee may be frequently exposed to hazardous traffic conditions and extreme weather.

The incumbent's working conditions are typically loud.

Incumbents may be required to work weekends, special events, on-call or outside of normal work schedule.

Incumbents who drive on County business to carry out job-related duties must possess a valid California driver's license upon hire for the class of vehicle driven and meet automobile insurability requirements of the County.

ADDITIONAL INFORMATION:

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: ROAD MAINTENANCE SUPERVISOR III
CLASS CODE: TBD
DEPARTMENT: TRANSPORTATION
REPORTS TO: MAINTENANCE OPERATIONS COORDINATOR
FLSA STATUS: N
CIVIL SERVICE: YES
BARGAINING UNIT: SEIU
ADOPTED: 2/2018

History Notes:

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

Proposed
Modifications

CLASS TITLE:	MAINTENANCE OPERATIONS COORDINATOR	CLASS CODE:
DEPARTMENT:	TRANSPORTATION	FLSA STATUS: E
REPORTS TO:	DEPUTY DIRECTOR DOT - MAINTENANCE SERVICES	DATE: 3/07; 2/2018
CIVIL SERVICE:	YES	BARGAINING UNIT: MANAGEMENT

JOB SUMMARY:

Under general direction, assists the Deputy Director Transportation–Maintenance Services in planning and directing the operations, ~~budget and~~ staff of the Maintenance division; provides a variety of technical expertise; participates in recommending and developing new policies and procedures; and acts as the Deputy Director during absences and when designated. The work consists of complex and responsible managerial duties within a major County department.

DISTINGUISHING CHARACTERISTICS:

The Maintenance Operations Coordinator is a management classification responsible for the coordination of field operations and equipment management for the Maintenance Division, including assisting in long and short-term planning, budget development, and coordination of work within the division, including coordination and oversight of private contract forces in the construction, installation, maintenance and repair of systems and equipment. This classification reports directly to the Deputy Director of Transportation–Maintenance Services and is expected to play an integral role in the department's management team. This classification is distinguished from the Deputy Director of Transportation – Maintenance Services by the latter's overall responsibility for the division.

SUPERVISION EXERCISED:

The Maintenance Operations Coordinator exercises management-level supervision ~~as a unit chief in one or all and~~ coordination of the ~~road maintenance geographic areas or other~~ County's Transportation Department road, bridge and equipment maintenance activities and related personnel. ~~sections.~~ The incumbent(s) in this class have the responsibility is responsible for scheduling and directly supervising the activities of the County Senior Road Crew Maintenance Supervisors, Road Crew Supervisors, and Heavy Equipment Superintendent and Automotive Fleet Maintenance Supervisor(s); as well as private contract forces in the construction, installation, maintenance and repair of systems and equipment. ~~Incumbents in this class will have delegated to them, by the Deputy Director of Transportation – Maintenance Services, supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.~~

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS: *Duties may include but are not limited to the following.*

- Assists in the administration, direction and supervision the operations, activities and staff of the division, including planning and budgeting, preparing and presenting reports to Director of Transportation, investigating complaints, overseeing safety program and administering department matters.
- Carry out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Assist in the development of and recommends the operating budget for the division. annually; monitor and administer approved budget.
- Assist in the development, communication, and monitoring of policies, procedures, and standards for the division; recommend improvement when necessary.
- Review operating policies, procedures, and techniques to determine effectiveness.
- Confer with management to keep them informed on key issues and progress toward objectives and to gain their support and approval; make recommendations to assist management in making needed improvements.
- Participate in, and serve as a member of a variety of committees and groups.
- Advise Deputy Directors and/or Director of Transportation, on issues concerning division activities and functions.
- Plan, coordinate, and schedule maintenance, repair and construction of County-maintained roads, bridges and structures within road maintenance geographic areas. Assist Road Crew Maintenance Supervisors and their subordinates in projects involving the construction, inspection, operation, maintenance and repair of county roads and highways, and related systems equipment.
- Prepare the annual work program for the road maintenance geographic areas.

- Oversee the activities and operations of Road Services including planning for improvements, traffic control and encroachments, road maintenance, street landscaping, drainage maintenance.
- ~~Prepare and manage project budgets; compute cost estimates for materials and personnel; requisitions material and supplies, assists in the preparation of the annual budget of the division.~~
- ~~Prepare reports; investigate and answer inquiries and complaints from the public; serve as information resource to the newspapers, radio stations and other media in event of emergency situation; act as a liaison to other public agencies; prepares statistical and analytical reports regarding section operations.~~
- Evaluate the condition of roads, bridges, and other related public works projects within the County.
- Discuss administrative and engineering master plans and operational priorities with engineering staff; make recommendations regarding problem areas and safety hazards; assists in the development and implementation of preventative maintenance programs; ~~assist in the development of primary and secondary power sources.~~
- ~~Conduct programs on industrial safety and ensure personnel, facilities and equipment are in compliance with State and Federal occupational health and safety standards.~~
- ~~Conduct programs on road ecology and water quality and ensures personnel, facilities and equipment are in compliance with State and Federal environmental standards.~~
- Receive, analyze, and resolve road-related emergencies from C.H.P., County Sheriff's Office, general public, and other agencies.
- Direct involvement ~~of in addressing~~ personnel issues ~~and lawsuits.~~
- Conduct routine inspections of division equipment, assuring safe and efficient operations. Prepare reports on all work-related accidents involving division personnel and equipment.
- Act as superior, in his/her absence, for temporary period of time.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Computer Surveying Equipment Vehicle Drafting Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree or equivalent from an accredited two-year college or technical school; and, four or more years of progressively responsible experience performing duties such as planning, overseeing and directing the work of construction or road (or other) maintenance operations, including at least two (2) years in a supervisory capacity; or, a combination of related education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid State Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Methods, materials, tools and equipment used in Road Maintenance operations, maintenance and construction activities including the treatment and disposal of wastewater leachate.
- Principles and techniques of effective supervision and training; and occupational hazards and modern safety practices in the operation of light and heavy equipment.
- Generally accepted methods of management and administration; budgeting and financial considerations pertaining to maintenance, operations and construction projects and working within established budgets.
- Basic geometric calculations including basic surveying and field engineering computations.
- Keeping records and prepare clear and concise written reports.
- Keeping informed of current developments in the fields of road maintenance.
- English syntax and grammar.

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Standard business arithmetic, including percentages and decimals.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks.

- Understand, interpret and communicate complicated policies, procedures and protocols.
- Using mathematics.
- Communicating clearly and effectively, both orally and in writing.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Ability to:

- Plan, organize, and direct the work of subordinate staff.
- Establish and maintain effective working relationships with a variety of individuals.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Define problems, collect data, establish facts and draw valid conclusions.
- Interpret a variety of technical instructions with abstract and/or concrete variables.
- Speak effectively before public groups and respond to questions.
- Incumbent is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, speak and hear, and lift and/or move up to 50 pounds.
- ~~While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.~~
- ~~While performing the essential functions of this job, the employee is occasionally required to lift and/or move up to 20 pounds.~~

Working Conditions:

While performing the essential functions of this position, the employee is frequently exposed to outdoor weather conditions, moving mechanical parts, risk of electrical shock, fumes or airborne particles, high precarious places, and may come in contact with toxic or caustic chemicals.

While performing the essential functions of this position, the employee may be frequently exposed to hazardous traffic conditions and extreme weather.

The incumbent's working conditions are typically loud.

Incumbent is on-call twenty-four hours a day/seven days a week and may be required to work weekends, special events, or outside of normal work schedule.

Incumbents who drive on County business to carry out job-related duties must possess a valid California driver's license upon hire for the class of vehicle driven and meet automobile insurability requirements of the County.

- ~~Incumbent is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, speak and hear, and lift and/or move up to 50 pounds.~~
- ~~Incumbent is frequently exposed to outdoor weather conditions, work near moving mechanical parts, fumes or airborne particles, risk of electrical shock, work with explosives, and toxic or caustic chemicals.~~
- ~~The incumbent's working conditions are typically loud.~~
- ~~Incumbent is on-call twenty-four hours a day, seven days a week.~~

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

ABOLISH

CLASS TITLE: BRIDGE CREW WORKER
DEPARTMENT: TRANSPORTATION
REPORTS TO: BRIDGE CREW SUPERVISOR
CIVIL SERVICE: YES

CLASS CODE: 3000
FLSA STATUS: N
DATE: 01/00 Rev. 1/07
BARGAINING UNIT: SEIU

JOB SUMMARY:

Incumbents in this class perform skilled and semi-skilled labor in the area of bridge construction, maintenance and repairs. Under general supervision, constructs, repairs, maintains and inspects bridges, box culverts and cattle guards and the immediate surroundings on all County-maintained roads. Work is performed within a framework of well-defined policies and procedures.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Road Crew Worker by the performance of duties directly related to the construction and maintenance of bridges and other related structures. This class is distinguished from the Bridge Crew Supervisor by the performance of more complex work associated with bridge construction/maintenance, planning and scheduling of projects and the performance of supervisory duties by the Bridge Crew Supervisor.

SUPERVISION EXERCISED:

Bridge Crew Worker does not exercise supervision.

EXAMPLES OF DUTIES: *Duties may include but are not limited to the following:*

- Performs carpentry work in the construction and repair of bridges, box culverts, guard rails, retaining walls, and related structures.
- Operates various hand and power tools associated with the construction and maintenance of bridges and related structures.
- Maintains and repairs steel bridges by erecting and securing steel girders, stringers, guardrails, and other components.
- Constructs wooden forms, form panels, and bracing for various concrete structures.
- Performs rough and detailed concrete work including estimating, placing, and finishing.
- Performs general maintenance and safety checks on equipment including refueling, greasing, and checking the oil, water, lights, and other vehicle components.
- Maintains files and records pertaining to equipment use, maintenance, accidents, and other areas.
- Prepares and submits inventories of materials and supplies used and transported.
- Performs construction of various wooden structures such as storage sheds, utility buildings, work shops, and other related structures.
- Assists in preparation of monthly inventory and material usage reports.
- Performs form stripping, finish work, painting, and clean up duties on bridges and other related structures.
- Cleans and paints various wooden bridge elements.
- Clears debris and log jams from streams and channels.
- Excavates footings and foundations.
- Reinforces steel culverts with concrete.
- Sand blasts and paints various steel bridge elements.
- Assists road crew in performing routine road repairs and maintenance including operating heavy equipment.
- Performs other related duties as assigned

MATERIAL AND EQUIPMENT USED:

Hand Tools	Chain Saw	Skill Saws	Drills
Backhoe/Loader	Dump Truck	Generator	Acetylene Torch
Power Winch	Compressor	Flatbed Truck	Concrete Mixer
Sandblaster	Boom Truck	Roller	Chipper
Arc Welder	Forklift	Jackhammer	Patch Pots
Water Truck	Tilt Bed Trailer	Water pumps	Skid Steer& attachments

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and, two to four years of progressively responsible related experience performing duties such as bridge construction and maintenance, building concrete forms, general building construction and/or metal fabrication and welding; or equivalent combination of training and experience.

Licenses and Certifications:

Valid California Driver's License

Valid California Class B Driver's License within 6 months of hire

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Methods, materials, and equipment utilized in the construction and maintenance of bridges and other related structures.
- Basic bridge construction and maintenance equipment, including the operation, servicing, and minor repair of equipment.
- Safe practices and procedures for completion of the work.
- Record keeping, report preparation, filing methods and records management techniques.

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.

Mental and Physical Abilities:

- Establish and maintain effective working relationships with a variety of individuals.
- Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, etc.
- Deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job the employee is frequently required to walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 50 pounds.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

Working Conditions:

- While performing the essential functions of this position the employee is frequently exposed to outdoor weather conditions, extreme cold, fumes or airborne particles, risk of electrical shock, work in high precarious places, and toxic or caustic chemicals.
- The incumbent's working conditions are typically loud.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.



ROAD CREW WORKER Classification Specification

ABOLISH

JOB SUMMARY:

Under general supervision, performs light to moderately heavy road construction functions; performs manual labor in the area of road construction, repair, and maintenance.

DISTINGUISHING CHARACTERISTICS:

Road Crew Worker performs basic road construction and maintenance. This classification is distinguished from Equipment Operator in that the latter involves operation of heavy equipment requiring a commercial driver's license.

SUPERVISION EXERCISED:

None.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:

(Duties may include but are not limited to the following:)

- Perform manual labor related to completing road construction and maintenance, paving, brush removal, and mowing functions.
- Perform traffic monitoring and control, including the flagging of vehicles and the distribution of barricades, warning signs, and safety cones.
- Operate various hand and power tools in the performance of routine construction and maintenance duties.
- Operate Class C vehicles in the performance of routine duties; load and secure materials and equipment on truck for transportation; transport staff, fuel, tools, and/or other materials to and from work sites; complete vehicle and equipment inspection reports.
- Perform general patrolling and clearing duties on roads, ditches, road access areas, and culverts.
- Perform generalized yard and building maintenance, including sweeping, mopping, shelving and mowing.
- Assist in the construction of fences, guard rails, and/or other structures.
- Perform excavations and general sanitation duties on roads, ditches, and road access areas.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Pickup Truck Various Hand and Power Tools

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

No prior experience or training is required.

Licenses and Certifications:

Valid Class C Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- All applicable provisions of the state vehicle code relative to the operation of assigned equipment and safe driving practices.
- Procedures, methods, practices, and tools of road construction, repair, and maintenance.
- Safe practices and procedures for performing essential functions of the job.

Skill in:

- Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

- Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

- Follow oral and written instructions.
- Write complete reports.
- Establish and maintain effective working relationships with others.
- Deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; speak and hear; use color, sound, odor, and shape perception and discrimination; and push, pull, move, or lift above and below the neck objects weighing up to 50 pounds.
- While performing the essential functions of this job, the employee is occasionally required to walk, lift, and/or move more than 100 pounds.

Working Conditions:

While performing the essential functions of this position, the employee is frequently exposed to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, work in high precarious places, and risk of electrical shock. The employee is frequently exposed to hazardous traffic conditions and extreme weather. Working conditions are typically loud.

ADDITIONAL INFORMATION:

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: ROAD CREW WORKER

CLASS CODE: 3002

DEPARTMENT: TRANSPORTATION

REPORTS TO: VARIOUS

FLSA STATUS: N

CIVIL SERVICE: YES

BARGAINING UNIT: SEIU

ADOPTED: 01/00; REVISED 06/15

History Notes:

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: EQUIPMENT OPERATOR
DEPARTMENT: TRANSPORTATION
REPORTS TO: VARIOUS

CLASS CODE:3006
FLSA STATUS: N
Rev DATE: 01/04

JOB SUMMARY:

Under general supervision, operates light to moderately heavy road construction equipment and trucks and may perform manual labor in the area of road construction, repair, and maintenance within a limited and/or training capacity. Experienced incumbents in class may receive limited supervision within a framework of standard policies and procedures. Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level to the Equipment Operator series. Will typically operate moderately complex equipment and requires Class "B" driver's license.

SUPERVISION EXERCISED:

No supervisory duties or lead responsibilities.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Operates various pieces of light to moderately heavy construction equipment during road maintenance and construction such as: dump trucks, rollers, front-end loaders, patching pots, and/or various other related equipment and vehicles.

Performs generalized maintenance and safety checks on road construction equipment by: refueling, greasing, and checking oil, water, and/or other equipment and vehicle components.

Operates various pieces of road construction equipment to perform excavations and general sanitation duties on roads, ditches, and road access areas.

Completes logs and/or records by recording individual equipment utilized, maintenance needed, accidents, and other related issues.

Loads and transports water, rock, fill, debris, and various other materials including various pieces of equipment such as patching pots, compressors, spreaders, and power brooms to and from construction sites.

Operates equipment in the digging, installation, removal, and maintenance of culverts, soft spots, and sub-surface drains.

Operates equipment in the construction, paving, patching, and smoothing of road surfaces.

Operates equipment in painting, stripping, and detail work on new and existing roads.

Operates various hand and power tools in the performance of routine construction and maintenance duties.

Operates appropriate equipment to perform seeding and reseeding functions.

Prepares inventory of materials and supplies utilized and/or transported.

Performs manual tasks including constructing fences and guardrails, spreading gravel and sand, and various other support functions such as traffic monitoring and control including the distribution of barricades, warning signs, and safety cones and

the flagging of vehicles as determined by Lead Worker or Supervisor.

Monitors and reviews informational updates on the operation and maintenance of road construction equipment utilized in the performance of the essential functions of the job.

MATERIAL AND EQUIPMENT USED:

Dump Truck	Front End Loader	Front End Loader with Scraper	Chainsaw
Hand Tools	Roller	Water Truck	Mower

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

Six months of progressively responsible related experience such as: road construction work; grading or moving of solid material like sand, gravel, or earth; utilizing equipment or hand tools in the clearing of land; or other similar work in the outdoors; or,

Any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid State Driver's License, Class B with Air Brake Endorsement

Must obtain Tanker Endorsement within 45 days of hire

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

All applicable provisions of the state vehicle code relative to the operation of light to moderately heavy construction equipment and safe driving practices.

Road maintenance and construction equipment including the operation, servicing, and minor repair.

Procedures, methods, practices, and tools of road construction, repair, and maintenance.

Record keeping such as completion of maintenance logs and/or report preparation.

Safe practices and procedures for performing essential functions of the job.

Skill in:

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.

Ability to deal with problems involving several concrete variables in standardized situations.

Ability to follow oral and written instructions.

Ability to write routine reports and correspondence.

While performing the essential functions of this job the employee is frequently required to stand, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, walk or crawl, speak and hear, and is required to lift and/or move up to 100 pounds.

Working Conditions:

While performing the essential functions of this position, the employee is frequently exposed to moving mechanical parts, risk of electrical shock, fumes or airborne particles, high precarious places, and may come in contact with toxic or caustic chemicals.

While performing the essential functions of this position, the employee is frequently exposed to hazardous traffic conditions and extreme weather.

The incumbent's working conditions are typically loud.

file: equipop.30386

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: SENIOR EQUIPMENT OPERATOR
DEPARTMENT: TRANSPORTATION
REPORTS TO: ROAD CREW SUPERVISOR

CLASS CODE: 3007
FLSA STATUS: N
Rev DATE: 01/04

JOB SUMMARY:

Under general supervision, operates heavy road construction equipment to perform manual labor in road construction and maintenance; may assume lead person duties in the absence of Road Crew Supervisor. The work consists of a variety of skilled and semi-skilled duties at a journeyman level of classification. Incumbents in this classification may receive limited supervision within a framework of policies and procedures. Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the senior of the Equipment Operator series and is distinguished by the typical operation of the more complex equipment with the responsibility for towing and /or hauling heavy and light pieces of road equipment. This position is also distinguished by the inclusion of lead worker responsibilities and the ability to direct an inmate work crew.

SUPERVISION EXERCISED:

Exercises lead worker responsibilities over subordinate staff and direct an inmate work crew.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Operates various pieces of heavy equipment during road construction and maintenance including dozers, graders, tilt-trailers, truck mounted excavators, rollers, loaders, and various other related equipment and vehicles in the performance of the position and in a relief capacity.

Performs general maintenance and safety checks on equipment by refueling, greasing, and checking the oil, water, lights, and other appropriate vehicle components.

Serves as lead person over subordinate personnel in absence of Road Crew Supervisor through directing work assignments and overseeing sight safety and project goal.

Performs general patrolling and maintenance of roads and facilities during inclement weather conditions.

Completes logs and/or records by recording individual equipment utilized, maintenance needed, accidents, and other related issues.

Loads and transports water, rock, fill, debris, and other materials to and from construction sites.

Transports and tows various pieces of heavy and light equipment from one location to another.

Operates equipment in the construction, paving, patching, and smoothing of roads.

Operates equipment in the digging, installation, removal, and maintenance of culverts, soft spots, and sub-surface drains.

Operates various hand and power tools in the performance of the essential functions of the position.

Prepares inventory of materials and supplies utilized and/or transported.

Performs manual tasks including constructing fences and guardrails, spreading gravel and sand, and other support functions

for the regular road crew.

Monitors and reviews informational updates on the operation and servicing of heavy and light road construction equipment.

Supervise an inmate work crew through directing and ensuring compliance with inmate work crew practices and rules.

MATERIAL AND EQUIPMENT USED:

Dump Trucks	Motor Grader	Backhoe	Loader	Chain Saw	Hand Tools
Water Truck	Roller	Oil Pot	Striper	Dozers	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

One year of progressively responsible related experience in the operation of road construction equipment; or,

Any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Class A California Driver's License with Air Brake and Tanker Endorsements; OR, Class B California Driver's License with Air Brake and Tanker Endorsements and Class A permit and must obtain the Class A License within six (6) months of appointment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

All applicable provisions of the state vehicle code relative to the operation of light and moderately heavy construction equipment and safe driving practices.

Road maintenance and construction equipment including operation, servicing, and minor repair.

Procedures, methods, practices, and tools of road construction, repair, and maintenance.

Record keeping such as completion of maintenance logs and/or report preparation.

Safe practices and procedures for performing essential functions of the job.

Skill in:

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Overseeing the work of subordinate personnel.

Mental and Physical Abilities:

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to deal with problems involving several concrete variables in standardized situations.

Ability to follow oral and written instructions.

Ability to write routine reports and correspondence.

While performing the essential functions of this job the employee is frequently required to stand, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move more than 100 pounds.

Working Conditions:

While performing the essential functions of this position the employee is frequently exposed to moving mechanical parts, risk of electrical shock, fumes or airborne particles, work in high precarious places, and may come in contact with toxic or caustic chemicals and explosives.

While performing the essential functions of this position the employee will be exposed to extremes in weather conditions for long periods of time.

The incumbent's working conditions are typically loud.

file: sreqopr.30675

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

ABOLISH

CLASS TITLE: BRIDGE CREW SUPERVISOR	CLASS CODE: 3001
DEPARTMENT: TRANSPORTATION	FLSA STATUS: N
REPORTS TO: DEPUTY DIRECTOR TRANSPORTATION – MAINTENANCE SERVICES	DATE: 01/00 Rev. 1/07; 4/13
CIVIL SERVICE: YES	BARGAINING UNIT: SEIU

JOB SUMMARY:

Under limited supervision, supervises and assists the bridge crews in the construction and maintenance of bridges and related structures including box culverts, cattle guards, guard rails, retaining walls and various structures and concrete slabs. Incumbents within this classification work with limited supervision within a broad framework of policies, procedures and guidelines and are responsible for ensuring the quality and safety of bridge construction and maintenance; operates a variety of hand and power tools, and heavy equipment associated with the construction and maintenance of bridges and related structures.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Bridge Crew Worker by the performance of more complex work associated with bridge construction/maintenance, planning and scheduling of projects and by the performance of supervisory duties by the Bridge Crew Supervisor.

SUPERVISION EXERCISED:

Bridge Crew Supervisor is a first line supervisor.

EXAMPLES OF DUTIES: *Duties may include but are not limited to the following:*

- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: training in job skills; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.
- Supervises and participates in the technical aspects of construction, maintenance and repair of bridges within the county.
- Estimates time and materials for construction and maintenance projects.
- Purchases bridge crew material from local suppliers for construction and maintenance projects.
- Prepares and processes daily reports and materials used from inventory during bridge crew operations.
- Maintains files and records pertaining to equipment used, maintenance, accidents and other issues.
- Contacts property owners or agents regarding bridge crew construction and maintenance projects adjacent to property.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Hand Tools	Chain Saw	Skill Saws	Drills
Backhoe/Loader	Dump Truck	Generator	Acetylene Torch
Power Winch	Compressor	Flatbed Truck	Concrete Mixer
Sandblaster	Boom Truck	Roller	Chipper
Arc Welder	Forklift	Jackhammer	Patch Pots
Water Truck	Tilt Bed Trailer	Skid Steer & attachments	Water Pumps

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

One year certificate from an accredited college or technical school; and six or more years of progressively responsible experience performing duties related to bridge construction and maintenance, or at least three years experience as a Bridge Crew Worker with Mendocino County that includes some lead or supervisory experience; or an equivalent combination of related education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Class C Driver's License
Valid Class B Driver's License (within 6 months of appointment)
General Contractor's License (desirable)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of effective supervision and training.
- Methods, materials, equipment and supplies utilized in the construction and maintenance of bridges and other related structures.
- Basic bridge construction and maintenance equipment, including the operation, servicing, and minor repair of equipment.
- Safe practices and procedures for completion of the work.
- Record keeping, report preparation, filing methods and records management techniques.
- Standard business arithmetic, including percentages and decimals.
- Administration of staff and activities, either directly or through subordinate supervision.

Skill in:

- Selecting and motivating staff, planning, organizing, assigning, directing, reviewing, evaluating the work of staff and providing for their training and professional development.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Communicating clearly and effectively, both orally and in writing.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.

Mental and Physical Abilities:

- Establish and maintain effective working relationships with a variety of individuals.
- Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, etc.
- Solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- While performing the essential functions of this job the employee is frequently required to walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 50 pounds.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

Working Conditions:

- While performing the essential functions of this position the employee is frequently exposed to outdoor weather conditions, extreme cold, fumes or airborne particles, risk of electrical shock, work in high precarious places, and toxic or caustic chemicals.
- The incumbent's working conditions are typically loud.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.



ABOLISH

ROAD CREW SUPERVISOR Classification Specification

JOB SUMMARY:

Under general supervision, supervises and trains road crew(s) in the construction, repair, and maintenance of County roads in assigned area. Incumbents in this classification receive limited supervision within a framework of standard policies and procedures.

DISTINGUISHING CHARACTERISTICS:

Road Crew Supervisor is a journey-level class. The work consists of responsible supervisory and routine administrative duties with a small operational unit. This classification is distinguished from Senior Road Crew Supervisor in that the latter performs more complex and varied supervisory and administrative duties in a large operational unit.

SUPERVISION EXERCISED:

Road Crew Supervisor exercises supervision over road crews consisting of Road Crew Workers and equipment operators.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:

(Duties may include but are not limited to the following:)

- Carry out supervisory responsibility in accordance with policies, procedures, and applicable laws including: training in job skills; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.
- Inspect and evaluate the condition of roads and other related public works projects in assigned area.
- Anticipate and estimate repair costs for road maintenance and re-construction, including the cost of labor, equipment, and materials.
- Supervise various maintenance and construction activities as assigned.
- Assign and supervise the general maintenance and safety of assigned equipment, shops, vehicles, and storage areas.
- Recommend required maintenance, repair, and construction on roads, arteries, bridges, and/or other related public works projects.
- Train and evaluate personnel in the maintenance, repair, and construction of roads, culverts, access areas, and other similar projects.
- Prepare and submit requisitions for materials, tools, supplies, personnel, and/or other necessities.
- Serve as liaison for the department to property owners, businesses, and private contracts.
- Assist in making recommendations in the selection and disciplining of personnel.
- Monitor construction by non-County crews when encroachment or right of entry permits are involved, and ensure compliance thereof.
- Maintain inventory and material stock-piling records.
- Participate in road maintenance, road construction, and equipment operation as needed.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Vehicle General Road Maintenance Equipment Road Grader Back Hoe Dozer Excavator
Low-bed Trailer Computer

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

High school diploma or GED and at least four (4) years of progressively responsible experience related to road construction and maintenance; or

An equivalent combination of related education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Commercial Class A Driver's License with Air Brake and Tanker Endorsements; or

Valid Commercial Class B Driver's License with Air Brake and Tanker Endorsements and Commercial Class A permit, with attainment of Commercial Class A Driver's License within six (6) months of appointment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Provisions for safe road construction/maintenance and the operation of light and heavy equipment.
- Light and heavy road construction equipment, including the operation, servicing, and minor repair of equipment.
- Procedures, methods, tools, and equipment utilized in road construction, repair, and maintenance.
- Recordkeeping, report preparation, filing methods, and records management techniques.
- Standard business arithmetic, including percentages and decimals.
- Administration of staff and activities, either directly or through subordinate supervision.
- Applicable state, federal, and local ordinances, laws, rules and regulations.
- Stormwater management and reporting.
- All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Communicating clearly and effectively, both orally and in writing.
- Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Mental and Physical Abilities:

- Establish and maintain effective working relationships with a variety of individuals
- Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.
- Interpret a variety of instructions in written, oral, diagram, or schedule form.
- Deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 50 pounds.
- While performing the essential functions of this job, the employee is occasionally required to walk, lift, and/or move more than 100 pounds.

Working Conditions:

While performing the essential functions of this position, the employee is frequently exposed to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and risk of electrical shock. Working conditions are typically moderately loud.

ADDITIONAL INFORMATION:

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: ROAD CREW SUPERVISOR

CLASS CODE: 3008

DEPARTMENT: TRANSPORTATION

REPORTS TO: VARIOUS

FLSA STATUS: N

CIVIL SERVICE: YES

BARGAINING UNIT: SEIU

ADOPTED: 10/99; REVISED 06/15

History Notes:



SENIOR ROAD CREW SUPERVISOR Classification Specification

JOB SUMMARY:

Under limited supervision, supervises, directs, and coordinates a large crew or several small crews in the construction, repair, and maintenance of County roads in assigned area. Incumbents in this classification receive limited supervision within a broad framework of standard policies and procedures.

DISTINGUISHING CHARACTERISTICS:

Senior Road Crew Supervisor is an advanced journey-level class. Incumbents at this level are expected to have related background and experience, and be qualified to perform the full scope of duties. This classification can be distinguished from Road Crew Supervisor by its work consisting of more complex and varied supervisory and administrative duties in a large operational unit.

SUPERVISION EXERCISED:

Senior Road Crew Supervisor exercises supervision over road crews consisting of Road Crew Workers and equipment operators.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:

(Duties may include but are not limited to the following:)

- Carry out supervisory responsibility in accordance with policies, procedures, and applicable laws including: training in job skills; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.
- Assign the daily and monthly work load for several crews within a large district.
- Monitor and direct the work of subordinate supervisors in the construction, repair, and maintenance of County roads in an assigned area.
- Maintain and prepare daily work records, progress reports, and other related correspondence.
- Maintain inventory and material stock-piling records.
- Supervise various special maintenance and construction activities as assigned.
- Prepare and submit requisitions for personnel, equipment, and other related necessities.
- Inspect and evaluate the condition of roads and other related public works projects in assigned area.
- Anticipate and estimate repair costs for road maintenance and re-construction, including the cost of labor, equipment, and materials.
- Assign and supervise the general maintenance and safety of assigned equipment, shops, vehicles, and storage areas.
- Train and evaluate personnel in the maintenance, repair, and construction of roads, culverts, access areas, and other similar projects.
- Serve as liaison for the department to property owners, businesses, and private contracts.
- Assist in making recommendations in the selection and disciplining of personnel.
- Monitor construction by non-County crews when encroachment or right of entry permits are involved, and ensure compliance thereof.
- Participate in road maintenance, road construction, and equipment operation as needed.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Vehicle General Road Maintenance Equipment Road Grader Back Hoe Dozer Excavator
Low-bed Trailer Gradall Computer

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

High school diploma or GED and at least six (6) years of progressively responsible experience related to road construction and maintenance; or

An equivalent combination of related education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Commercial Class A Driver's License with Air Brake and Tanker Endorsements; or

Valid Commercial Class B Driver's License with Air Brake and Tanker Endorsements and Commercial Class A permit, with attainment of Commercial Class A Driver's License within six (6) months of appointment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Provisions for safe road construction/maintenance and the operation of light and heavy equipment.
- Light and heavy road construction equipment, including the operation, servicing, and minor repair of equipment.
- Procedures, methods, tools, and equipment utilized in road construction, repair, and maintenance.
- Recordkeeping, report preparation, filing methods, and records management techniques.
- Standard business arithmetic, including percentages and decimals.
- Administration of staff and activities, either directly or through subordinate supervision.
- Applicable state, federal, and local ordinances, laws, rules and regulations.
- Stormwater management and reporting.
- All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Communicating clearly and effectively, both orally and in writing.
- Preparing clear and concise reports, correspondence, and other written materials.
- Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Mental and Physical Abilities:

- Establish and maintain effective working relationships with a variety of individuals
- Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.
- Interpret a variety of instructions in written, oral, diagram, or schedule form.
- Deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 50 pounds.
- While performing the essential functions of this job, the employee is occasionally required to walk, lift, and/or move more than 100 pounds.

Working Conditions:

While performing the essential functions of this position, the employee is frequently exposed to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and risk of electrical shock. Working conditions are typically moderately loud.

ADDITIONAL INFORMATION:

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: SENIOR ROAD CREW SUPERVISOR

CLASS CODE: 3003

DEPARTMENT: TRANSPORTATION

REPORTS TO: VARIOUS

FLSA STATUS: N

CIVIL SERVICE: YES

BARGAINING UNIT: SEIU

ADOPTED: 10/99; REVISED 06/15

History Notes:



HUMAN RESOURCES – MENDOCINO COUNTY

DATE PREPARED: February 14, 2018

MEETING DATE: February 21, 2018

TO: Civil Service Commission

FROM: Pauline Rantala, Human Resources Analyst

SUBJECT: Modification of Classification Specification – Nutritionist

BACKGROUND & ANALYSIS

The classification of Nutritionist was adopted by the Commission in October 1999 and has been historically extremely difficult to fill. One of the minimum requirements listed in the classification specification is that the applicant must be a registered dietitian. However, the California Department of Public Health's WIC program has changed the Women, Infants, and Children's (WIC) Nutritionist requirement from a registered dietitian to a four year degree in Nutrition. The Health and Human Services Agency has expressed their desire to update the Nutritionist classification to Registered Dietitian *desired* instead of *required* with the hope of attracting more candidates.

During the review of the Nutritionist classification, it was determined the classification contained some outdated and inconsistent language which has been updated to provide a more comprehensive specification.

Human Resources supports this change and has modified the classification specifications (attached) to reflect the recommendation.

RECOMMENDATION

It is recommended that the Commission adopt the modification to the classification specification of Nutritionist as presented, or as amended by the Commission.



NUTRITIONIST
Classification Specification

**Proposed
changes**

JOB SUMMARY:

Supervises staff and performs difficult, professional level nutritional care and perinatal services, including: developing programs; providing direct patient care services; counseling with patients; and completing related assessments and evaluations.

DISTINGUISHING CHARACTERISTICS:

This classification assists in the development and implementation of goals, objectives and activities for the nutritional component of public health programs and is responsible for providing services of nutritional assessment, education, and treatment.

SUPERVISION EXERCISED:

Exercises first line supervision over licensed and non-licensed staff.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:

(Duties may include but are not limited to the following:)

- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees.
- Performs nutrition and perinatal assistance services, including: providing direct nutritional education, evaluation and care plans for clients, including clients considered as high risk; compiling related data (biochemical, clinical, cultural, etc.); screening and determining eligibility of clients for programs; conducting one on one counseling sessions; assessing and reassessing nutrition, evaluating diet and checking growth and recording findings in computer system; enrolling clients in programs, including Women, Infant and Children (W.I.C.) Program; assisting clients in determining goals; providing referrals; developing and teaching nutrition and breast-feeding related classes; and providing breast-feeding support.
- Serves as liaison and consultant between department and hospital, and other agencies/organizations.
- Coordinates W.I.C./nutrition staffing at other sites.
- Manages and maintains various programs, including breast pump loan program, and coordinates promotional activities.
- Trains employees in use of software and provides maintenance and trouble shooting of department software and hardware.
- Enters and retrieves a variety of complex information into a computer terminal.
- Maintains records of billable hours of staff and provides information to fiscal staff.
- Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decisions, policies and instructions.
- Formats, types letters, memos, charts, labels, reports, or other correspondence ~~on a word processor or typewriter.~~
- Participates in staff and professional meetings to discuss client issues, plan educational activities and events and disseminate nutrition information.
- Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures and arranges appointments; processes routine and non-routine matters independently.
- Creates and maintains complex and/or confidential files and compiles and completes data for administrative and public reports.
- Interviews, screens, greets visitors and directs them to the appropriate area or individual; may answer various inquiries personally; provides information on departmental services and functions.
- Initiates referrals by researching pertinent information, entering required information into the computer and confirming accuracy of data.
- Maintains and upgrades knowledge, skills, and development by attending seminars, meetings and training

programs and reading trade and professional journals and publications.

- Reports administrative and/or operational problems to supervisor.
- Photocopies reports, charts, memos, and other various documents.
- Orders office supplies to maintain sufficient inventory for office use.
- Disseminates a variety of information and/or reports to various agencies, division, or departments via telephone, mail, email or fax.
- May serve as backup for other positions within the department.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment
Computer
Breast Pumps

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

Bachelor's degree from an accredited college or university in Nutrition Science, Clinical Dietetics or related field; and, One ~~(1) to two~~ years of progressively responsible experience; or,

an equivalent combination of related education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid driver's license

Registered Dietitian (desired)

Lactation Educator and/or Consultant (desired)

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Administration of staff and activities, either directly or through subordinate supervision.
- Clinical nutrition and human physiology.
- Human lactation.
- Community nutrition.
- Strategies for nutrition/breast-feeding education and counseling.
- Basic methods of assessing nutritional status of clients.
- Community resources.
- Internal departmental policies and procedures.
- Interviewing techniques.
- State W.I.C. computer program.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- All computer applications and hardware related to performance of the essential functions of the job.
- Standard business arithmetic, including percentages and decimals.
- Record keeping, report preparation, filing methods and records management techniques.
- General office procedures, policies and practices, as well as knowledge of computer/VDI and other general office equipment.

Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Assisting clients in determining and achieving nutritional goals.
- Case management.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of

direction.

- Communicating clearly and effectively, orally and in writing.
- Bilingual communication.
- Using a [VDT-computer](#) to accurately and rapidly enter and retrieve data and information.
- Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

- ~~Ability to write reports.~~
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Establish and maintain effective working relationships with others.
- Deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job the employee is regularly required to use shape perception and discrimination.
- While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 30 pounds.

Working Conditions:

Work is performed in a normal office or indoor environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically ~~moderately~~ quiet, ~~but may be loud at times and at some locations to moderately loud.~~

Incumbents who drive on County business to carry out job-related duties must possess a valid California driver's license upon hire for the class of vehicle driven and meet automobile insurability requirements of the County.

~~Work is performed in a public health facility, exposing the employee to people who may be sick or carrying contagious diseases.~~

While performing the duties of this position, the employee may be exposed to infectious diseases.

ADDITIONAL INFORMATION:

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE:

CLASS CODE:

DEPARTMENT:

REPORTS TO:

FLSA STATUS: N

CIVIL SERVICE: YES

BARGAINING UNIT:

ADOPTED:

History Notes:



HUMAN RESOURCES – MENDOCINO COUNTY

DATE PREPARED: February 14, 2018

MEETING DATE: February 21, 2018

TO: Civil Service Commission

FROM: Beth Schwarz, Human Resources Analyst

SUBJECT: Modification of Classification Specifications –Supervising Juvenile Corrections Officer

BACKGROUND & ANALYSIS

The Probation department expressed a concern that a disparity exists between the minimum qualifications Juvenile Corrections Officer and Supervising Juvenile Corrections Officer. The disparity being Juvenile Corrections Officer is not required to have any college degree or coursework and Supervising Juvenile Corrections Officer requires a bachelor's degree or equivalent. Many Juvenile Corrections Officer incumbents do not possess a bachelor's degree, but they have a combination of education, training and experience which provides adequate knowledge, skills and abilities to perform the job. The degree requirement precludes otherwise qualified incumbent Juvenile Corrections Officers from promoting to Supervising Juvenile Corrections Officer.

At the request of the Probation Department, Human Resources reviewed the minimum qualifications. Based on review, it was determined that the minimum qualifications would be more appropriately stated with an associate degree and two (2) years experience equivalent to that of Juvenile Corrections Officer; or an associate degree and three (3) years of related experience; with a more clear substitution than currently exists in the class specification of : a combination equal to six (6) of related education, training, and experience performing duties such as custodial care, treatment counseling, probation, parole, corrections, criminal investigation, or other related law enforcement or counseling work. The proposed minimum qualifications are consistent with other government agencies.

Human Resources has modified the classification specifications (attached) to reflect modifications to the substitution of qualifying education and experience.

RECOMMENDATION

It is recommended that the Commission adopt the modifications to the classification specifications of Supervising Juvenile Corrections Officer as presented, or as amended by the Commission.

COUNTY OF MENDOCINO CLASS SPECIFICATION

CLASS TITLE: SUPERVISING JUVENILE CORRECTIONS OFFICER
DEPARTMENT: PROBATION
REPORTS TO: PROBATION DIVISION MANAGER
CIVIL SERVICE: YES

CLASS CODE: 6002
FLSA STATUS: E
CREATED: 10/99 **REV:** 1/17
BARGAINING UNIT: MCPEA

JOB SUMMARY:

Under general supervision, primary responsibility is to supervise and coordinate the daily activities and operation of Juvenile Hall; performs responsible, technical, and first-level supervisory duties.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from Juvenile Corrections Officer by its performance of specialized assignments, and by the supervision of subordinate Juvenile Corrections Officers and assigned staff. This position is that of a working supervisor. This classification is distinguished from Probation Division Manager by the latter's responsibility to oversee and manage a division of the Probation Department.

SUPERVISION EXERCISED:

Exercises direct supervision over assigned staff.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:

(Duties may include but are not limited to the following:)

- Carry out supervisory responsibility in accordance with policies, procedures, and applicable laws, including: training; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.
- Ensure that policies, procedures, and general orders pertaining to Juvenile Hall operations are followed by subordinates.
- Review and process records, report, and other documents related to the detention of juveniles to ensure accurate and complete files; prepare reports and other documents as required.
- Monitor various activities on a daily basis, including: checking daily count on profile board; assigning rooms and officers to juveniles as they are admitted; ensuring youth are enrolled in school; reviewing status designation upon detainment; checking that the medical staff performs a complete physical; and that phone calls are made to parents in appropriate time line.
- Review, research, and reconcile problems, grievances, and other complaints within and against Juvenile Hall.
- Assist in the maintenance and development of Juvenile Hall policies, procedures, and operations.
- Monitor and assist in the enforcement of discipline over juveniles, including physical restraints.
- Monitor special needs youth, i.e. mentally-ill and suicidal.
- Advise and participate with staff in the development of recreational and treatment programs for juveniles.
- Encourage others to participate as active team members in an effort to support the work of Juvenile Hall.
- Provide information, advice, feedback, or assistance to others within Juvenile Hall to refine work outputs or resolve problems.
- Pick up and distribute mail, messages, and notes to the appropriate individuals.
- Attend and/or conduct periodic staff meetings or training sessions.
- Communicate with Probation Officers, Public Defender, and/or other law enforcement and social service agencies on juvenile cases.
- Consult with juveniles about subjects that need a supervisory approval.
- Verify passes with Probation Department representatives; schedule pass arrangements.
- Oversee maintenance of facility and grounds.
- Maintain inventory of supplies and equipment; order items as needed.
- Conduct interviews and background investigations on potential employees.
- Conduct group and/or individual counseling sessions to resolve problems and establish behavioral goals of juveniles.
- Anticipate and avert potential problems; assist in suppressing and controlling problems that occur; report incidents in the prescribed manner.
- Speak with parents regarding concerns about the safety, care, and detention of their child in Juvenile Hall.

- Schedule emergency and non-emergency medical and dental appointments for youth detailed in Juvenile Hall; make arrangements for transportation needs.
- Oversee maintenance and repair needs of vehicles and equipment.
- Assume responsibility for operation and security of unit when regular supervisor is unavailable.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

- | | |
|----------------------------|-------------------------|
| • General Office Equipment | • Pepper Spray |
| • Computer | • Handcuffs |
| • Vehicle | • Wrap/Restraint Device |
| • Radio | • Washer/Dryer |
| • First Aid Kit | |

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

~~Bachelor's Associate~~ degree from an accredited ~~four-year~~ college or university in psychology, counseling, criminal justice, or a related field; and, two (2) years full-time experience that is equivalent to that of a Juvenile Corrections Officer with Mendocino County; or an associate degree as stated above, and a minimum of three (3) years of progressively responsible related experience; performing duties such as custodial care, treatment counseling, probation, parole, corrections, criminal investigation, or other related law enforcement or counseling work. or, any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Substitution: A combination equal to six (6) of related education, training, and experience performing duties such as custodial care, treatment counseling, probation, parole, corrections, criminal investigation, or other related law enforcement or counseling work. may be substituted for the education at a rate of two (2) years of experience for each year of education required.

Licenses and Certifications:

- State Corrections Authority STC Juvenile Corrections Officer Core Course
- State Corrections Authority STC Probation Supervisor Core Course, or applicable substitution as defined by the Board of State and Community Corrections (*within first year of job assignment*)
- First Aid/CPR
- Penal Code 832
- Valid Driver's License

Special Requirements:

Must be able to meet physical and psychological standards and pass a detailed background investigation.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Administration and supervision of a juvenile correctional facility, including the proper care and treatment of juveniles.
- Administrative principles and practices, including goal setting and implementation.
- Administration of staff and activities.
- First aid methods and techniques.
- Basic budgetary principles and practices.
- Applicable state, federal, and local ordinances, laws, rules, and regulations.
- All computer applications and hardware related to performance of the essential functions of the job.
- Recordkeeping, report preparation, filing methods, and records management techniques.

Skill in:

- Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Preparing clear and concise reports, correspondence, and other written materials.
- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret, and communicate complicated policies, procedures, and protocols.
- Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

- Establish and maintain effective working relationships with a variety of individuals.
- Maintain discipline and orderly conduct among juveniles.
- Make quick, effective, and reasonable decisions in emergency situations, and to take appropriate action to include physically restraining violent juveniles.
- Write reports and correspondence.
- Solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Define problems, collect data, establish facts, and draw valid conclusions.
- While performing the essential functions of this job the employee is regularly required to stand, walk, run, and sit; reach with hands and arms; use manual dexterity to operate machinery/tools; handle, seize, hold, or otherwise work with hands; climb, jump, and/or balance; stoop, kneel, crouch, or crawl; speak and hear; use shape, sound, odor, and color perception and discrimination; and lift and/or move up to 50 pounds.
- While performing the essential functions of this job, the employee is occasionally required to lift and/or move over 100 pounds and detain and/or physically restrain clients.

Working Conditions:

Work is performed in a normal office environment or institutional setting with occasional exposure to weather elements, outdoor temperatures, dirt, and dust. The incumbent's working conditions are typically moderately quiet, but may become loud at times.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.



HUMAN RESOURCES – MENDOCINO COUNTY

DATE PREPARED: February 14, 2017

MEETING DATE: February 21, 2017

TO: Civil Service Commission

FROM: Tim Mitchell, Human Resources Analyst

SUBJECT: Assessor-Clerk-Recorder Classification Study – Staff Assistant III

BACKGROUND & ANALYSIS

At one time, the offices of Mendocino County's Assessor and Clerk-Recorder were operated separately. While the Assessor's Office generally used Staff Assistants for its clerical needs, the Clerk-Recorder used the classification of Legal Processing Technician for processing and maintenance of records. The two offices merged in 1999. In 2007, at the request of a former Assessor-Clerk-Recorder, the Legal Processing Technician positions were reallocated as Staff Assistant III's. This was done in part to provide greater flexibility in staffing the department, but also to bring the Legal Processing Technician to the same level of pay as the Staff Assistant III's in the department performing similar duties.

The current Assessor-Clerk-Recorder submitted a request for a classification study of the Staff Assistant III positions assigned to the Clerk-Recorder division of her office. The justification for the request was a perceived increase in turnover attributed to the more technical/specialized work assigned to this staff. Due to turnover in this classification during the study, Human Resources obtained Position Description Questionnaires (PDQ's) from a mix of both current and now past employees, and a study was conducted.

In addition to PDQ review, comparison information was collected from other agencies. To better understand the scope of work being completed, desk audits were also conducted. The staff observed were Ms. Marianna Alvarez and Ms. Donna Locatelli. Ms. Alvarez generally functions as the lead for recording duties in the division, and Ms. Locatelli serves as support to the Assessor division, working under the Senior Auditor-Appraiser.

Upon review of the current duties performed by the incumbents, it was determined that the incumbents are completing duties that are more specific and technical than that of the Staff Assistant III classification. In that the work is very much unique to the Assessor-Clerk-Recorder's Office, Human Resources is proposing the new classification series of Assessor-Clerk-Recorder Technician I and II. The newly developed classification specifications provide for a more accurate description regarding the technical nature of the duties performed.

Classification Specifications for Staff Assistant III and the proposed Assessor-Clerk-Recorder Technician I/II have been included as attachments to this item.

RECOMMENDATION

It is recommended that the Commission adopt the classifications of Assessor-Clerk-Recorder Technician I/II. It is further recommended that the Commission authorize the reclassification of current Clerk-Recorder Staff Assistant III's as follows:

- Marianna Alvarez – from Staff Assistant III to Assessor-Clerk-Recorder Technician II
- Deborah Brickford – from Staff Assistant III to Assessor-Clerk-Recorder Technician I
- Mark Fierro – from Staff Assistant III to Assessor-Clerk-Recorder Technician I
- Donna Locatelli – from Staff Assistant III to Assessor-Clerk-Recorder Technician II

**STAFF ASSISTANT III**Class Code:
0060**SALARY RANGE**\$15.24 - \$18.54 Hourly
\$1,219.20 - \$1,483.20 Biweekly
\$31,699.20 - \$38,563.20 Annually**THE POSITION:****JOB SUMMARY:**

Under general supervision performs highly responsible and specialized technical office support activities which may include: serving as lead worker including coordinating the work processes for the unit or division; training employees; developing various reports by researching and gathering information, statistics, etc.; attending meetings and taking minutes; setting up files and maintaining same; composing and sending letters to customers/clients; transcribing evaluations, staff notes, or other correspondence; providing office support to professional level staff members; and performing related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Staff Assistant III is the advanced journey-level and/or lead worker in the Staff Assistant series. Positions at this level are distinguished from Staff Assistant II positions by the level of responsibility assigned, the complexity of duties assigned, independence of action taken, and by the nature of the public contact made. Incumbents perform the most difficult and responsible types of duties including performing administrative office support duties which require specialized knowledge related to an area of assignment or providing technical and/or lead work over assigned office support staff. Employees at this level are required to be fully trained in all procedures related to the assigned area of responsibility.

The Staff Assistant III differs from the Supervising Staff Assistant in that the latter has overall responsibility for the supervision of an office support section including planning, organizing and directing work operations; evaluating employee work performance; establishing corrective action plans; and coordinating activities requiring policy decisions with other office support, administrative, technical and professional sections.

The Staff Assistant III differs from the Administrative Assistant in that the latter has overall responsibility of the administrative functions necessary to support a professional, department/division head, or other executive level employee, which may include oversight of the day-to-day functions of an small department.

This classification is comparable in responsibility, complexity and scope of duties to Merit Systems' Office Assistant III.

SUPERVISION EXERCISED:

Staff Assistant III may exercise technical and functional lead over others, but does not provide direct supervision.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:

Duties may include but are not limited to the following:

- Performs office support and fiscal operations unique to department; relieves superiors of routine administrative details such as checking operating reports for accuracy and conformance to policies and standards, monitoring and communicating departmental policies and procedures, and updating publications for final approval.
- Answers telephones utilizing a multi-line system, takes messages, screens calls, provides information to callers, receives citizen complaints, and directs calls and messages to appropriate person; interviews, screens, greets visitors and directs them to the appropriate area or individual; may answer various inquiries personally; provides information on departmental services and functions; disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax; opens, stamps, sorts, and distributes incoming mail.
- Prepares and processes claims, purchase orders and/or vouchers by entering pertinent information into the computer and distributing and/or filing supporting documents takes in, accounts for and issues receipts for money; makes daily or weekly bank deposits; tracks accounting/budget expenses; prepares payroll time sheets and receives checks.
- Coordinates and schedules appointments, meetings, or reservations at the request of staff; prepares the location, photocopies materials and prepares agendas; coordinates logistics for conferences, workshops, training, etc.; makes travel arrangement and processes applicable forms; takes, transcribes and/or distributes statements, minutes and notes from a variety of sources;
- Formats and types letters, memos, charts, labels, reports, contracts, legal documents, or other correspondence containing complex terminology on a word processor or typewriter; uses desktop publishing software to develop newsletters, brochures, business cards, etc.
- Composes confidential correspondence and maintains files associate with the same in accordance with standard policies; answers various inquiries; explains policies and procedures and arranges appointments; processes routine and non-routine matters independently.
- Interacts with a variety of high-level individuals, both internally and within the community to provide information, disseminate departmental information and assists in resolving administrative issues. Reports administrative and/or operational problems to supervisor.
- Enters and retrieves data from electronic data processing systems where the routines and procedures require limited interpretation and application development; establishes and updates information, generates documents and correspondence, communicates with others via electronic means; updates computer system files; produces statistical, data processing and production related reports; prepares, reviews, and maintains forms, files and other necessary electronic records.
- Compiles and assembles information from departments files, records and regulations in response to inquiries for general or technical information; uses a computer keyboard or typewriter to produce a variety of materials to include graphs, charts, reports, financial statements, resolutions, forms, and legal documents into finished form; transcribes material from electronic recording equipment in which speed, organization and context are difficult to follow; edits materials for clarity, completeness, accuracy, consistency, and adherence to special format, policies and procedures.
- Takes policy, service and information requests relating to governmental activities, refers to proper divisions for processing and providing information; updates and maintains service and information requests through complex record keeping; performs reference and statistical work on computers, maintains and files confidential and other specialized reports.
- Performs specialized research and statistical work on assigned subjects for staff and management.
- Prepares complex, routine and non-routine reports as requested utilizing a variety of software;

receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decisions, policies and instructions.

- May deal with sensitive and confidential matters at the direction of senior level staff and/or the department director.
- May be assigned lead worker responsibilities, including: coordinating and distributing the work, training in job skills, assigning and directing work, making recommendations in performance appraisal and reporting problems to the supervisor. Acts as a subject matter resource.
- May serve as backup for other positions within the department.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
Typewriter
General Office Equipment
Paging System

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or G.E.D. equivalent; AND four years of progressively responsible experience performing office support duties that included typing, filing, developing reports, transcribing information and answering telephones; or, an equivalent combination of training and education.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Internal departmental policies and procedures.
- External governmental bodies and agencies related to area of assignment.
- Computer applications and hardware related to the performance of the essential functions of the job.
- Standard business arithmetic, including percentages and decimals.
- Record keeping, report preparation, filing methods and records management techniques.
- General office procedures, policies and practices, as well as knowledge of computer and other general office equipment.

Skill in:

- Coordinating, organizing, assigning, leading and reviewing the work of staff.
- Typing from rough draft or printed text using a word processor or typewriter at a rate of 60 words per minute.
- Analyzing and resolving office administrative situations and problems.
- Transcribing information from dictating equipment.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Using a computer to accurately and rapidly enter and retrieve data and information.
- Communicating clearly and effectively, both orally and in writing, with internal staff, citizens,

and other departmental staff in order to give and receive information in a courteous manner.

- Operating and routine maintenance of general office machines.

Mental and Physical Ability to:

- Read and interpret documents such as safety rules, operation and maintenance instructions and procedure manuals.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Establish and maintain effective working relationships with others.
- Draft and type correspondence.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Deal with problems involving several concrete variables in standardized situations.
- Rapidly and accurately take and transcribe oral or tape dictation using speedwriting, shorthand, or dictating equipment (at the discretion of the supervisor).
- While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.
- Lift and carry, push and/or pull, or move items weighing up to 20 pounds.

OTHER INFORMATION:

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE:STAFF ASSISTANT III

CLASS CODE: 0060/ CONF 0061

DEPARTMENT:VARIOUS

FLSA STATUS: N

REPORTS TO:VARIOUS

DATE: 11/00 Rev. 06/05, 2/07

CIVIL SERVICE:YES

BARGAINING UNIT: SEIU or CONFIDENTIAL



PROPOSED

ASSESSOR-CLERK-RECORDER TECHNICIAN I Classification Specification

JOB SUMMARY:

Under general supervision, performs a variety of specialized support duties in the Assessor-Clerk-Recorder's Office related to the processing and indexing of filed and recorded documents, and the preparation and maintenance of the assessment roll and property records; provides customer service to internal and external customers.

When assigned to the Clerk-Recorder division of the office, receives, reviews, and classifies a variety of legal and other documents; determines document type, proper recording codes, and relevant information to be recorded and indexed; performs responsible office support duties adhering to legal codes and legal recording requirements; and key enters data into a permanent document index.

When assigned to the Assessor's division of the office, assists in the maintenance of assessment rolls; maintains and updates property appraisal records; and performs research to determine ownership status of real and personal property according to property tax laws.

DISTINGUISHING CHARACTERISTICS:

Assessor-Clerk-Recorder Technician I is an entry-level class. Initially, under close supervision, incumbents learn office and County policies and procedures, in addition to legal terminology, practices, and requirements related to recording and assessment. As experience is gained, there is greater independence of action within general guidelines.

The Assessor-Clerk-Recorder Technician series is distinguished from all other County paraprofessional classifications by the responsibility for performing duties specifically for, and unique to, functions of the Assessor-Clerk-Recorder's Office. Assessor-Clerk-Recorder Technician I is distinguished from Assessor-Clerk-Recorder Technician II as the latter is the journey-level class in this series, fully competent to independently perform a full range of difficult, complex, and detailed office support and recording or assessment technician duties. Most Assessor-Clerk-Recorder Technician I incumbents are expected to promote to the journey level within one (1) to two (2) years of successful performance; however, positions that are limited to duties of a more routine, repetitive nature may be permanently allocated at the I level.

SUPERVISION EXERCISED:

No supervision is exercised.

EXAMPLES OF GENERAL DUTIES:

(Duties may include but are not limited to the following:)

- Provide specialized assistance to internal and external customers, either in person, by phone, by mail, or by electronic means; research and resolve difficult customer service issues by applying rules, regulations, policies, and procedures to meet customer's needs; conduct index/database searches, image capture, and reproduction.
- Collect receipts and account for specific fees and charges; balance cash drawers and prepare deposits.
- Prepare and maintain accurate records relating to the specific civil functions performed in the assigned area of responsibility.
- Update and maintain records and information in computerized systems and databases; maintain a variety of statistical or other specialized records.
- Provide procedural information regarding the assigned area of responsibility.
- Provide information or data to other parties or agencies as required.
- Monitor office operations to ensure proper function of the systems and processes being utilized; provide input and make recommendations for modifications to policies and procedures; ensure archival standards are met; preserves official records and documents.
- Perform special assignments and reporting related to the division assigned.
- Assist with developing and maintaining staff training procedures.
- Perform other related duties as assigned.

CLERK-RECORDER ASSIGNMENT:

(In addition to general duties, may include but is not limited to the following:)

- Examine a wide variety of official records for legal sufficiency; record, scan, create indexes, and verify official records for archival purposes.
- Cite State and County laws, rules, and regulations as the basis for accepting or rejecting official records.
- Assist the public by reviewing and issuing official records such as marriage licenses; index, maintain, and process vital statistics records; provide certified copies of records through image or copier technology.
- Operate computers and reproduction/scanning equipment to capture and reproduce documents, maps, and data for archival storage and distribution to the public.
- Compute and collect associated fees.
- Answer questions of title companies, lending institutions, attorneys, and the general public regarding recording.

ASSESSOR ASSIGNMENT:

(In addition to general duties, may include but is not limited to the following:)

- Perform a range of duties related to the preparation and maintenance of the assessment roll and property records.
- Perform a variety of duties related to the ownership and assessment of real and personal property and application or exemptions.
- Collect, record, and manage data on real and personal property for assessment purposes.
- Enter data to create assessments and produce notices.
- Assist the public with searches of ownership and assessment records of real and personal property; create and execute database queries to produce customized reports for public and other agencies.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
General Office Equipment

Typewriter
CD Writer

Microfiche Reader and Printer

MINIMUM QUALIFICATIONS REQUIRED**Education and Experience:**

High school diploma or GED; and, depending on assignment, a minimum of two (2) years of progressively responsible related experience performing clerical support duties in an office setting similar to a title company, real estate office, legal or court office, or a financial institution, which included typing, filing, developing reports, transcribing information, answering telephones, and assisting members of the general public.

Licenses and Certifications:

Valid State Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES**Knowledge of:**

- Applicable legal codes, terminology, procedures, and requirements.
- Office practices and procedures, including filing and the operation of standard office equipment.
- Basic business data processing principles and the use of word processing or computing equipment.
- Business letter writing and the standard format for typed materials.
- Correct English usage, including grammar, spelling, and punctuation.
- Business arithmetic.
- Financial and statistical reporting and record keeping.
- Principles and techniques of customer service, under occasionally strained conditions.

Skill in:

- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Operating standard office equipment, including a word processor and/or a personal computer.
- Utilizing specialized department computer applications.
- Organizing and maintaining accurate files and records.
- Performing detailed office support work accurately.

Mental and Physical Abilities:

- Explain and apply a variety of legal terminology, concepts, codes, and recording or assessment requirements in support of office functions.
- Prioritize workload effectively and efficiently.
- Make accurate arithmetic calculations.
- Monitor varied documents for accuracy, correctness, and compliance with codes, policies, and regulations.
- Read, interpret, and follow various rules, instructions, and manuals.
- Establish and maintain effective working relationships with other others.
- Understand and carry out oral and written instructions
- While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 20 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

ADDITIONAL INFORMATION:

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: ASSESSOR-CLERK-RECORDER TECHNICIAN I

CLASS CODE: TBD

DEPARTMENT: ASSESSOR-CLERK-RECORDER

REPORTS TO: VARIOUS

FLSA STATUS: NON-EXEMPT

CIVIL SERVICE: YES

BARGAINING UNIT: TBD

ADOPTED: TBD

History Notes:



PROPOSED

ASSESSOR-CLERK-RECORDER TECHNICIAN II Classification Specification

JOB SUMMARY:

Under limited supervision, performs a variety of specialized support duties in the Assessor-Clerk-Recorder's Office related to the processing and indexing of filed and recorded documents, and the preparation and maintenance of the assessment roll and property records; provides customer service to internal and external customers.

When assigned to the Clerk-Recorder division of the office, receives, reviews, and classifies a variety of legal and other documents; determines document type, proper recording codes, and relevant information to be recorded and indexed; performs responsible office support duties adhering to legal codes and legal recording requirements; and key enters data into a permanent document index.

When assigned to the Assessor's division of the office, assists in the maintenance of assessment rolls; maintains and updates property appraisal records; and performs research to determine ownership status of real and personal property according to property tax laws.

DISTINGUISHING CHARACTERISTICS:

Assessor-Clerk-Recorder Technician II is the journey-level class in this series, fully competent to independently perform a full range of difficult, complex, and detailed office support and recording or assessment technician duties. Depending on the area of assignment, the responsibilities of this class may require either a thorough knowledge of indexing codes and recording categories, or those processes and procedures related to the assessment of real and personal property and maintenance of the County's assessment roles.

Assessor-Clerk-Recorder Technician II is distinguished from all other paraprofessional classifications by the responsibility for performing duties specifically for, and unique to, functions of the Assessor-Clerk-Recorder's Office. This classification is distinguished from the Assessor-Clerk-Recorder Technician I by its performance of the more difficult, complex, and less routine duties of the office.

SUPERVISION EXERCISED:

No supervision is exercised. May provide training to other staff.

EXAMPLES OF GENERAL DUTIES:

(Duties may include but are not limited to the following:)

- Provide specialized assistance to internal and external customers, either in person, by phone, by mail, or by electronic means; research and resolve difficult customer service issues by applying rules, regulations, policies, and procedures to meet customer's needs; conduct index/database searches, image capture, and reproduction.
- Collect receipts and account for specific fees and charges; balance cash drawers and prepare deposits.
- Prepare and maintain accurate records relating to the specific civil functions performed in the assigned area of responsibility.
- Update and maintain records and information in computerized systems and databases; maintain a variety of statistical or other specialized records.
- Provide procedural information regarding the assigned area of responsibility.
- Provide information or data to other parties or agencies as required.
- Monitor office operations to ensure proper function of the systems and processes being utilized; provide input and make recommendations for modifications to policies and procedures; ensure archival standards are met; preserves official records and documents.
- Perform special assignments and reporting related to the division assigned.
- Assist with developing and maintaining staff training procedures; serve as a resource to other staff members.
- Perform other related duties as assigned.

CLERK-RECORDER ASSIGNMENT:

(In addition to general duties, may include but is not limited to the following:)

- Examine a wide variety of official records for legal sufficiency; record, scan, create indexes, and verify official records for archival purposes.
- Cite State and County laws, rules, and regulations as the basis for accepting or rejecting official records.
- Assist the public by reviewing and issuing official records such as marriage licenses; index, maintain, and process vital statistics records; provide certified copies of records through image or copier technology.
- Operate computers and reproduction/scanning equipment to capture and reproduce documents, maps, and data for archival storage and distribution to the public.
- Compute and collect associated fees.
- Answer questions of title companies, lending institutions, attorneys, and the general public regarding recording.

ASSESSOR ASSIGNMENT:

(In addition to general duties, may include but is not limited to the following:)

- Perform a range of duties related to the preparation and maintenance of the assessment roll and property records.
- Perform a variety of duties related to the ownership and assessment of real and personal property and application or exemptions.
- Collect, record, and manage data on real and personal property for assessment purposes.
- Enter data to create assessments and produce notices.
- Assist the public with searches of ownership and assessment records of real and personal property; create and execute database queries to produce customized reports for public and other agencies.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
General Office Equipment

Typewriter
CD Writer

Microfiche Reader and Printer

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

High school diploma or GED; and, depending on assignment, a minimum of four (4) years of progressively responsible related experience performing clerical support duties in an office setting similar to a title company, real estate office, legal or court office, or a financial institution, which included typing, filing, developing reports, transcribing information, answering telephones, and assisting members of the general public; or, one (1) year as a Assessor-Clerk-Recorder Technician I with the County of Mendocino.

Licenses and Certifications:

Valid State Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Applicable legal codes, terminology, procedures, and requirements.
- Office practices and procedures, including filing and the operation of standard office equipment.
- Basic business data processing principles and the use of word processing or computing equipment.
- Business letter writing and the standard format for typed materials.
- Correct English usage, including grammar, spelling, and punctuation.
- Business arithmetic.
- Financial and statistical reporting and record keeping.
- Principles and techniques of customer service, under occasionally strained conditions.

Skill in:

- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Operating standard office equipment, including a word processor and/or a personal computer.
- Utilizing specialized department computer applications.
- Organizing and maintaining accurate files and records.
- Performing detailed office support work accurately.

Mental and Physical Abilities:

- Explain and apply a variety of legal terminology, concepts, codes, and recording or assessment requirements in support of office functions.
- Prioritize workload effectively and efficiently.
- Make accurate arithmetic calculations.
- Monitor varied documents for accuracy, correctness, and compliance with codes, policies, and regulations.
- Read, interpret, and follow various rules, instructions, and manuals.
- Establish and maintain effective working relationships with other others.
- Understand and carry out oral and written instructions
- While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 20 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

ADDITIONAL INFORMATION:

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: ASSESSOR-CLERK-RECORDER TECHNICIAN II

CLASS CODE: TBD

DEPARTMENT: ASSESSOR-CLERK-RECORDER

REPORTS TO: VARIOUS

FLSA STATUS: NON-EXEMPT

CIVIL SERVICE: YES

BARGAINING UNIT: TBD

ADOPTED: TBD

History Notes: