



JCN #K14
Est.: January 1982
Rev.: 6/22; 4/24

EQUIPMENT MECHANIC

DEFINITION

Under general supervision, performs a variety of maintenance and equipment/tool repair in the Parks Division of the Public Works Department; maintains lawns and landscaped areas around County facilities and parks; operates a variety of hand, power, and shop tools; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing equipment/tool repair and ground maintenance work in support of the County's Park Division. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of maintenance, alteration and equipment repair work at County parks and facilities.
- Operates, inspects, cleans, and maintains various hand and power tools, including chainsaws, pruning saws, mowers, hedge trimmers, and sanders; operates four-wheel drive trucks, stake bed trucks, and small dump trucks; operates and performs routine maintenance on specialty vehicles, including backhoes, skip loaders, and tractors.
- Repairs small equipment including clutches and carburetors.
- Reface, repairs, or replaces valves, rings, bearings, gauges and electrical wiring systems.
- Performs minor maintenance on power equipment such as changing oil, filters, and spark plugs and greasing power equipment; rebuilds small engines and equipment parts; sharpens, oils, and repairs power and hand tools.
- Repairs flat tires.
- Performs welding operations to repair, strengthen, and rebuild a wide range of equipment.
- Weeds, prunes, mulches, fertilizes, irrigates and applies pesticides and herbicides to plants, shrubs and small trees.
- Provides coverage for Park Caretakers, as assigned.
- Cleans restrooms, as assigned.
- Assists park staff in booth operations; greets the public, collects gate fees, records attendance, and balances cash register, as assigned.
- Reads and interprets manuals, drawings, schematics, troubleshooting guides and specifications provided from manufacturer.

- Orders parts, tools, and equipment; researches vendors for equipment and price comparison; maintains records of work performed, preventative maintenance data, parts and supplies used in the course of work, timesheets, etc.
- Performs emergency road calls and field repairs as required.
- As assigned, oversees, transports, and controls the work of incarcerated individuals, welfare-to-work, and/or other volunteer workers and alternative work forces, including assignments, oversight, training and instruction in safe, efficient operation of tools and equipment.
- Observes safe work methods and utilizes safety equipment; properly handles and disposes of hazardous materials.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

EDUCATION AND EXPERIENCE

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- One (1) year of experience in the diagnosis and repair of gas-powered equipment including 2-cycle and 4-cycle engines and landscape maintenance work.

LICENSES AND CERTIFICATIONS

Licenses:

- Possession of a valid California driver's license issued by the Department of Motor Vehicles at the time of appointment.
- Possession of, or ability to obtain within the first 12 months of employment, a valid California Class A commercial driver's license, to be maintained throughout employment.

SPECIAL REQUIREMENTS

Qualify for security clearance through a background investigation and fingerprint check Incumbents are required to submit to pre-employment, on-going random and other DOT-mandated drug and alcohol testing as a condition of employment. Qualify for deputization by the Sheriff for the purpose of overseeing inmate trustees. Ability to work overtime as required. Ability to frequently travel to outlying locations throughout the County. Ability to work weekends and overtime as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Use of hand and power tools and equipment used in landscape maintenance and repair.
- Principles and practices of welding.
- Principles and practices of repair, strengthening, and rebuilding of equipment, and equipment components.
- Electrical wiring and connections.
- Methods and techniques of planting, transplanting, cultivating, pruning, and maintaining a variety of lawns, ground cover, plants, shrubs, hedges, and trees.
- Methods and equipment used in weed and insect control and treating plant diseases.
- County properties and their locations; general County park rules, regulations, facilities, and equipment.

- Principles and practices for the proper handling and disposal of hazardous chemicals.
- Safety practices and equipment related to the work.
- Basic arithmetic.
- Methods and techniques of scheduling work assignments.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- Techniques of effective oral and written communication; proper spelling, grammar, and punctuation.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Diagnose and repair a wide variety of equipment and vehicles.
- Utilize computers to obtain parts and other equipment and vehicle repair information, instructions, or data.
- Read and interpret vehicle and equipment parts books, service manuals, specifications, blueprints, and drawings.
- Operate and maintain a variety of hand, power, and shop tools and equipment used in the course of work.
- Estimate necessary materials and equipment to complete assignments.
- Follow safety practices in the performance of job duties.
- Understand and follow oral and written instructions.
- Perform accurate arithmetic calculations.
- Maintain accurate logs, records, and basic written records of work performed.
- Inspect the work of others and maintain established quality control standards.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Must possess mobility to work in the field; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and work at heights of six feet or more off the ground, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various County sites; strength, stamina, and mobility to perform medium to heavy physical work, to work in confining spaces and around machines; vision to distinguish colors and depth perception, read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in a maintenance shop/field environment and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, vermin, insects, and parasites, and hazardous physical substances and

fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKERS

All Kings County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Emergency Services Chapter 6-8 via adoption of local Ordinance No. 361 § 1, 2-25-75). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

FLSA EXEMPTION: Non-Exempt MEDICAL GROUP: B-1 PROBATIONARY PERIOD: One Year (2080 hours) upon entry to County service; six months (1040 hours) if promoted within Kings County Series.

EQUIPMENT AND GROUNDS WORKER

DEFINITION

Under general supervision, to perform a variety of maintenance and equipment/tool repair in the Parks Division of the Public Works Department; to maintain lawns and landscaped areas around County facilities and in County parks; to instruct and supervise inmates, work-in-lieu, welfare-to-work, or other volunteer workers and alternative work forces assigned to grounds work; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

The Equipment and Grounds Worker classification is utilized in the Parks Division of the Public Works Department. In addition to equipment and tool repair work in the division's shop and at County parks and other properties, the incumbent performs regularly assigned grounds and maintenance duties, and is deputized to supervise inmate trustees and other alternative work forces. Incumbents report to the Parks and Grounds Superintendent and/or their designee.

EXAMPLES OF DUTIES

Duties include but are not limited to those described below. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.

Performs a variety of maintenance, alteration and equipment repair work at County parks and other properties; overhauls and adjusts small equipment such as lawnmowers, chainsaws and edgers, including repair of small equipment, clutches and carburetors; repairs flat tires; refaces, repairs or replaces valves, rings, bearings, gauges and electrical wiring systems; may rebuild or fabricate small equipment parts; rebuilds small engines; cleans, refurbishes and sharpens garden tools and equipment; observes necessary precautions to insure safety on the job at all times; maintains logs and records as necessary; researches vendors for equipment and price comparisons; supervises, transports and controls inmate trustees, work-in-lieu, welfare-to-work, or other volunteer and alternative work forces, including assignment of work, training and instruction in safe, efficient operation of tools and equipment; performs grounds and maintenance work in the maintenance of parks, lawns and other landscaped areas; prunes trees, shrubs, bushes; performs welding operations; applies pesticides and herbicides; provides coverage for Park Caretakers as assigned; cleans restrooms as assigned; may purchase tools and equipment parts; may provide temporary backup of park staff in booth operations by greeting the public, collecting gate fees, recording attendance, and balancing cash register.

MINIMUM QUALIFICATIONS

Any combination of education and relevant experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education: High school graduation or equivalent.

Experience: One year of experience in the diagnosis and repair of gas powered equipment, to include 2-cycle and 4- cycle engines. (Substitution: Vocational training in mechanics and/or small engines may be substituted for up to six months of the required experience.)

License: Possession of a valid, appropriate California driver's license issued by the Department of Motor Vehicles at the time of appointment. NOTE: Incumbents must obtain and maintain a Class A

commercial driver's license within one year of appointment in order to remain in the classification. Incumbents who possess or obtain a Class A commercial driver's license in order to operate DOT-defined "safety sensitive" vehicles will be required to conform to federal law regarding mandatory drug and alcohol testing as a condition of employment. A current DMV printout may be required prior to appointment.

Special Requirements: (1) Qualify for deputization by the Kings County Sheriff's Department, including a background/fingerprint check and demonstrate a satisfactory driving record; (2) work irregular hours, including evenings, weekends and holidays, as assigned; (3) be assigned a regular rotating and/or seasonal weekend schedule as required; (4) travel throughout and outside the County.

Desirable Qualifications: The following qualifications are preferred: (1) One year of experience or equivalent training in diesel mechanics, including service and repair of 2-wheel drive or 4-wheel drive tractors or riding, self-propelled large capacity lawn mowers, or tractors up to 75 hp; (2) training in 2-cycle, 4-cycle small engine repair or possession of OPEESA certification in 2-cycle small engine troubleshooting and repair; (3) One year of experience in grounds keeping, including experience in irrigation and tree trimming.

Knowledge of: Equipment, tools and methods used in landscape maintenance; tools and techniques of effective mechanical repair, including welding tools and equipment; preventive maintenance and repair of fuel-powered equipment and tools; electrical wiring and connections; basic spelling and grammar; first aid for injuries; effective supervision and training techniques; learn Sheriff's and Health Department policies pertaining to inmate trustees; safe work practices and proper use of personal protective equipment; basic first aid for injuries; effective supervision and training techniques; general park rules, regulations, facilities and equipment; fertilizers and their effects on vegetation; landscaping materials, supplies and techniques; County properties and their locations.

Skill to: Speak clearly and distinctly; safely and efficiently use parks and grounds maintenance equipment and tools/equipment used in their repair; safely and efficiently operate pruning equipment, mowing and edging equipment, front-end loader; tractor, chipper, aerial lift, large self-propelled mowers, trencher, and a variety of hand tools; use computer equipment and internet.

Ability to: Tolerate outdoor working conditions including occasional extreme temperature changes; exhibit adequate upper body strength in reaching and pulling for successful job performance; demonstrate adequate stamina for successful job performance; exhibit a good sense of balance; exhibit sufficient manual dexterity and eye-hand coordination for successful job performance; communicate effectively orally and, as needed, in writing; follow oral and written instructions; exercise sound, practical judgment; read, interpret and apply information in instruction or repair manuals and safety regulations; exercise tact and courtesy; establish and maintain effective work relationships; exhibit flexibility; exhibit initiative in problem identification and resolution; prioritize assignments and tasks; work independently; troubleshoot problems on equipment; disassemble and reassemble equipment; follow safe work practices as directed and trained; safely operate machinery and moving vehicles; safely and efficiently operate County vehicles, including truck and ATV; properly use and maintain personal protective equipment; use computer equipment and perform internet research.

Work Environment/Physical Requirements: Work primarily in a repair shop and work outdoors with exposure to varying weather extremes and uneven terrain; regular exposure to fumes, gases, odors, loud noises, dust, chemicals, grease, oils, lubricants, solvents, smoke, and other related occupational hazards associated with maintenance of grounds equipment. Heavy physical labor including bending, stooping,

climbing, kneeling, pushing, pulling, reaching, digging; lift, move, and/or carry equipment, tools and parts weighing up to approximately 100 pounds; lift, carry, and/or move equipment, tools and parts weighing up to approximately 100 pounds for distances of approximately 25 feet; operate tools and equipment; stand and walk for extended periods; hand/eye coordination for use of computer and hand tools; visual ability to distinguish colors and depth perception.

Disaster Service Workers: All Kings County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Emergency Services Chapter 6-8 via adoption of local Ordinance No. 361 § 1, 2-25-75). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

Overtime Status: Non-Exempt
Medical Group: B-1
Probationary Period: One Year upon entry to County service; six months upon department promotion.

Department Head Signature

Date

Human Resources Director Approval

Date



JCN #S03
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SENIOR MECHANIC

DEFINITION

Under general direction, assign, directs, reviews, and performs maintenance and repair work on a wide variety of vehicles and light and heavy road maintenance and construction equipment; performs skilled mechanical work; performs a variety of welding operations; operates a variety of hand, power, and shop tools; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This is the advanced/lead level classification in the Mechanic series responsible for providing technical and functional direction to assigned staff on an on-going, day-to-day basis, and performing the full range of routine to complex maintenance and repair of vehicles and equipment. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to deliver services/complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with supervisor; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities.
- Provides lead direction, training, and work review to employees assigned to troubleshoot, overhaul, repair and maintain a wide variety of heavy and light equipment including automobiles, light trucks, mechanical equipment, heavy earth-moving equipment including graders, dozers, tractors and compactors, and fire vehicles and pumping equipment both in the shop or in the field; organizes and assigns work, sets priorities, and follows completion of assigned work.
- Provides input into selection decisions, performance evaluations, disciplinary matters, and other personnel decisions.
- Reads and interprets shop manuals and specifications in performing work; overhauls, repairs, adjusts, and maintains vehicles, mechanical systems, including engines, transmissions, differentials and clutches, injection, electrical and hydraulic systems, air conditioning and emissions control systems.
- Prepares and maintains a variety of reports and records, including timecards, worksheets, work orders, reports, and maintenance requests.
- Directs the ordering and maintenance of an adequate inventory to accomplish assigned jobs.

- Responds to questions and complaints from staff of other departments and divisions.
- Recommends special work required or necessary vehicle or equipment maintenance; obtains estimates for required services and materials and recommends vendors.
- Assists in evaluation of economic life of equipment/vehicles.
- Packs, adjusts and overhauls pumps, controls, seals, and valves.
- Sands and paints equipment.
- Performs a variety of welding and cutting operations including oxygen-acetylene and arc welding in the repair, strengthening and rebuilding of a wide range of equipment and vehicles.
- Uses and maintains a full set of mechanic tools, hand and power tools, diagnostic test equipment and all shop tools.
- Conducts road tests and quality control checks of repairs as required.
- Performs emergency road calls and field repairs as required.
- Observes safe work methods and utilizes safety equipment; properly handles and disposes of hazardous materials.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

EDUCATION AND EXPERIENCE

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Two (2) years of increasingly responsible experience in the diagnosis and repair of automobiles, light trucks, and a variety of road construction and maintenance equipment used at the County including experience with diesel engines at a level equivalent to a Master Mechanic in Kings County.

LICENSES AND CERTIFICATIONS

Licenses:

- Must possess a valid California Class B commercial driver's license with tanker endorsements and no restrictions, to be maintained throughout employment.

Certifications:

- Possession of Automotive Service Excellence (ASE) certification in the following designated areas, to be maintained throughout employment:

Automobile repair:

- Engine repair
- Brakes
- Electrical/electronic systems
- Heating/air conditioning
- Engine performance

Medium/heavy truck

- Gasoline engine
- Diesel engine
- Brakes

- Electrical/electronic systems
- Heating, ventilation, and air conditioning
- Possession of welding certification, to be maintained throughout employment.
- Possession of Basic Inspection of Terminals (BIT) certification, issues by the California Highway Patrol, to be maintained throughout employment.

SPECIAL REQUIREMENTS

Qualify for security clearance through a background investigation and fingerprint check. Incumbents are required to submit to pre-employment, on-going random and other DOT-mandated drug and alcohol testing as a condition of employment. Ability to work overtime as required. Ability to frequently travel to outlying locations throughout the County. Incumbents are required to maintain their personal toolbox and general automotive tools 1 ¼ and smaller for basic automotive repairs.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles of providing functional direction and training.
- Techniques, methods, materials, tools and equipment used in the overhaul, repair and maintenance of automotive vehicles, heavy and light road maintenance and construction equipment.
- Principles and practices of purchasing parts and supplies and outside services.
- Safe work methods and safety practices pertaining to the work.
- Operation and maintenance of a wide variety of equipment, hand, shop and power tools used in the work.
- Principles and practices for the proper handling and disposal of hazardous chemicals.
- Use of hand and power tools and equipment used in the repair of construction, automotive, and maintenance equipment.
- Principles and practices of oxygen-acetylene welding and cutting.
- Principles and practices of repair, strengthening, and rebuilding of equipment and equipment components.
- Safety practices and equipment related to the work.
- Basic arithmetic.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- Techniques of effective oral and written communication; proper spelling, grammar, and punctuation.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Prepare and maintain a variety of accurate written records and reports pertaining to the work.
- Identify and implement effective courses of action to complete assigned work.
- Inspect the work of others and maintain established quality control standards.
- Diagnose and repair a wide variety of light and heavy equipment, vehicles, and equipment.
- Utilize automotive diagnostic computer scanning equipment; utilize computers to obtain parts and other vehicle repair information, instructions, or data.

- Read and interpret vehicle and equipment parts books, service manuals, specifications, blueprints, and drawings.
- Operate and maintain a variety of hand, power, and shop tools and equipment used in the course of work.
- Estimate necessary materials and equipment to complete assignments.
- Follow safety practices in the performance of job duties.
- Understand and follow oral and written instructions.
- Perform accurate arithmetic calculations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Must possess mobility to work in the field; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders and work at heights of six feet or more off the ground, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various County sites; strength, stamina, and mobility to perform medium to heavy physical work, to work in confining spaces and around machines; vision to distinguish colors and depth perception, read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in a maintenance shop/field environment and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, vermin, insects, and parasites, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKERS

All Kings County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Emergency Services Chapter 6-8 via adoption of local Ordinance No. 361 § 1, 2-25-75). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

FLSA EXEMPTION: Non-Exempt MEDICAL GROUP: B-1 PROBATIONARY PERIOD: One-year (2080 hours); Six Months (1040 hours) if promoted within Kings County Series.

MECHANIC LEADWORKER

DEFINITION

Under general supervision, repairs and maintains automobiles, light trucks and heavy equipment; assists in the assignment of duties and supervision of subordinate mechanics and servicemen; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The mechanic classification series is utilized in the shop and equipment section of the County Public Works Department to perform the repair and maintenance of County vehicles and equipment.

Mechanic Leadworker is the working leadworker classification in the mechanic series. Incumbents are expected to perform journeyman repair duties on automobiles, light trucks and heavy equipment and to assist the Fleet Services Manager with the assignment of duties to and supervision of subordinate mechanics and equipment service workers. An important aspect of the Mechanic Leadworker's job is to provide training to mechanics in all phases of diagnostic and repair work.

EXAMPLES OF DUTIES

Receives and prepares work orders and assists in the assignment of duties to, the training, supervision and inspection of work of subordinate mechanics and equipment service workers. Inspects, diagnosis and repairs a wide range of County vehicles, both gasoline and diesel powered, including automobiles, light trucks, mechanical equipment, heavy earth-moving equipment such as graders, dozers, tractors and compactors, fire vehicles and pumping equipment, both in the shop and on the road construction sites. Overhauls, repairs, adjusts and maintains mechanical systems, including engines, transmissions, differentials and clutches; injection, electrical and hydraulic systems; air conditioning and emissions control systems. Packs, adjusts and overhauls pumps, controls, seals and valves; sands and paints equipment; may operate welding equipment to fabricate, rebuild and repair parts and equipment; orders parts and maintains records of repairs, labor and parts. (Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

MINIMUM QUALIFICATIONS

Education: Successful completion of the required experience is proof of sufficient education for this class.

Experience: Either two years of journeyman level experience in the diagnosis and repair of automobiles and gasoline powered trucks and a variety of construction and maintenance equipment including diesel engines and track-laying equipment; or one year as a Master Mechanic in Kings County. (Note: Since the individual filling the position will be expected to provide training in diagnostic and repair work, a background of mechanical experience with both automobiles and heavy equipment is required.)

License: Possession of a valid California operator's license.

Special Requirement: Ability to: work overtime as necessary; lift parts and equipment weighing up to approximately 100 pounds; lift and carry tools and parts weighing up to approximately 50 pounds for distances of approximately 50 feet.

MINIMUM QUALIFICATIONS (continued)

Knowledge of: Safe work practices in welding and mechanical operations; principles of gasoline or diesel engine repair and maintenance; principles of mechanical, electrical, hydraulic and air conditioning systems; tools and techniques used in the repair of construction and automotive and maintenance equipment; principles and techniques of oxygen-acetylene welding and cutting; principles and techniques of repair, strengthening and rebuilding of equipment and equipment components; principles and practices of supervision and training; general computer equipment and operation.

Ability to: Establish and maintain positive, effective work relationships; read, interpret and explain parts books, service manuals, blueprints and drawings; diagnose and appropriately resolve mechanical and equipment problems and malfunctions; skillfully and safely operate welding and mechanic tools and equipment; understand and carry out oral and written directions; apply safe work practices; operate computer equipment; work in an outdoors environment.



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SENIOR ROAD MAINTENANCE WORKER

DEFINITION

Under direction, assigns, directs, reviews, and participates in the work of lower-level staff performing a wide variety of work in the construction, repair, and maintenance of County roads, bridges, drainage systems, and traffic control devices; operates heavy power-driven road maintenance and construction equipment; assists with developing work schedules and assignments; schedules and coordinates work assignments with outside agencies or contractors; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction supervision from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Road Maintenance Worker series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Road Supervisor in that the latter is the full supervisory classification with responsibilities for the supervision and evaluation of assigned staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides lead direction, training and work review to a road maintenance crew working in support of major road construction, repair, and maintenance projects; organizes and assigns work, sets priorities and follows up to ensure coordination and completion of assigned work.
- Provides input into selection decisions, performance evaluations, disciplinary matters and other personnel decisions.
- Personally performs the most skilled duties; provides technical assistance to crew members; instructs crew in work procedures and safe work practices; troubleshoots equipment problems and assists in servicing and checking assigned equipment for needed repair.
- Estimates and secures tools, materials and equipment required for assigned jobs.
- Operates road construction equipment, vehicles, and tools; performs manual labor in support of work crew activities including operation of heavy power-driven equipment, grading roads, and preparing roadbeds; performs any or all duties of any member of the road maintenance crew, as assigned.
- Investigates citizen complaints regarding road or drainage condition of county-maintained road areas.
- Reads and interprets plans, schematics, blueprints, manuals, and specifications.

- Performs annual nighttime survey of county road signs, as assigned.
- Performs traffic sign maintenance and road striping, as assigned.
- Responds to emergency calls, as assigned.
- Assists the Road Supervisor in developing work schedules and assignments.
- Schedules and coordinates work assignments with outside agencies, contractors, or other divisions; responds to questions and requests for information.
- As assigned, oversees, transports, and controls the work of incarcerated individuals, welfare-to-work, and/or other volunteer workers and alternative work forces, including assignments, oversight, training and instruction in safe, efficient operation and use of road maintenance supplies and equipment.
- Keeps basic records including work performed, materials used, and timesheets.
- Observes safe working practices and ensures the use of safety equipment and precautions related to the work being performed; corrects or reports any safety hazards; attends safety trainings.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

EDUCATION AND EXPERIENCE

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Three (3) years of increasingly responsible experience in construction, repair, and maintenance of roads, bridges, and drainage systems equivalent to a Road Maintenance Worker II in Kings County.

LICENSES AND CERTIFICATIONS

Licenses:

- Possession of a valid Class A commercial driver's license with proper endorsements and no restrictions issues by the California Department of Motor Vehicles, to be maintained throughout employment.

SPECIAL REQUIREMENTS

Qualify for security clearance through a background investigation and fingerprint check. Incumbents are required to submit to pre-employment, on-going random and other DOT-mandated drug and alcohol testing as a condition of employment. Qualify for deputization by the County Sheriff's office for the purpose of supervising inmate trustees. Ability to work a variety of shifts including nights, weekends, overtime, and call-back assignments, as required. Travel throughout the County.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles of providing functional direction and training.
- Operation, work methods, and limitations of heavy construction equipment used in road construction, repair, and maintenance.
- Methods, materials, tools, and equipment used in road construction, repair, and maintenance.
- Operation and maintenance of heavy power-driven road construction and maintenance equipment.
- Safety practices and equipment related to the work including traffic control.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Basic arithmetic.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- Techniques of effective oral and written communication; proper spelling, grammar, and punctuation.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Perform and direct road construction, repair, and maintenance work.
- Estimate tools and materials required of the work.
- Operate, adjust, and maintain heavy construction equipment.
- Judge distances in ground levels and grade stakes.
- Detect mechanical and equipment problems requiring repair.
- Read and interpret plans, schematics, blueprints, manuals, and specifications.
- Obtain estimates when ordering supplies and equipment.
- Follow basic safety practices in the performance of job duties.
- Use and maintain personal protective equipment (PPE) as directed and trained.
- Maintain accurate logs, records, and written records of work performed.
- Understand and follow oral and written instructions.
- Perform basic arithmetic calculations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed including policies related to County Sheriff's office inmate trustees, welfare-to work program, and other volunteer workers.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Must possess mobility to work in the field; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend equipment, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various County sites; strength, stamina, and mobility to perform medium to heavy physical work, to work in confining spaces and around machines; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds or heavier weights with the use of proper equipment and assistance from other staff. The work requires wear and use of proper Personal Protective Equipment (PPE) and may require entry into confined spaces and the use of confined entry equipment.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, confined workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may

interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKERS

All Kings County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Emergency Services Chapter 6-8 via adoption of local Ordinance No. 361 § 1, 2-25-75). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

FLSA EXEMPTION: Non-Exempt MEDICAL GROUP: B-1 PROBATIONARY PERIOD: One Year (2080 hours)

ROAD MAINTENANCE WORKER IV

DEFINITION

Under general supervision, to assist in the supervision of crews engaged in the construction, maintenance and repair of County roads, bridges, storm drains or traffic control devices; to perform the duties of the Roads Supervisor in that person's absence; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

The Road Maintenance Worker classification series is utilized in the Roads and Bridges Division of the Public Works Department. Road Maintenance Worker IV is the highest level in the series. Positions in this class are distinguished from the Road Maintenance Worker III classification by the assignment of supervisory responsibilities over road and bridge crews and responsibility for the overall crew and activities in the absence of the Roads Supervisor, or by the continuous supervision of a small crew of road maintenance workers with the responsibility for the road maintenance work within an assigned area of the County with a greater degree of independence.

Incumbents may have as a primary assignment the supervision of weekend labor crews, requiring the ability to be deputized by the Kings County Sheriff's Office, and the ability to work a flexible work week schedule, including weekends, as assigned.

EXAMPLES OF DUTIES

Receives work orders from the Roads Supervisor and assists in assigning, supervising, instructing and inspecting the work of crews engaged in patching and resurfacing paved and surfaced roads, digging or repairing drainage ditches, repairing, dismantling or rebuilding timber and steel reinforced concrete bridges, removing trees, brush and weeds from right of way and road shoulders or installing traffic control and warning signs; instructs and supervises crew in the skillful and safe use of road construction and maintenance equipment assigned; assumes duties and responsibilities of Roads Supervisor in that person's absence; inspects roads and bridges for needed repairs and safety conditions; maintains and reviews daily records of labor and material used; responds to emergency situations as required; assists the public with drainage, road construction or road condition problems; when not supervising crews, operates equipment and performs duties assigned to lower levels in the series. (Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

MINIMUM QUALIFICATIONS

Education: Successful completion of the required experience is proof of sufficient education for this class.

Experience: One year of experience as a Road Maintenance Worker III in Kings County.

MINIMUM QUALIFICATIONS (continued)

License: Possession of a valid California Class B driver's license, with tanker endorsements and no restrictions. Some positions in this classification may required to obtain and maintain a valid California Class A driver's license. Candidate's receiving a conditional offer of employment are required to submit to pre-employment drug testing before employment can be confirmed. Incumbents are required to submit to on-going drug and alcohol testing as a condition of employment.

Special Requirements: Ability to perform heavy manual labor including the ability to lift and carry objects weighing up to 100 pounds for distances up to 50 feet; ability to work a flexible work week schedule which may include weekends, nights, overtime or call-back assignments, as necessary or assigned; ability to qualify for deputization, including a satisfactory driving record and background check.

Knowledge of: Operation, care and minor adjustment of heavy power-driven road construction and maintenance equipment; the skillful operation and capabilities of road construction equipment used in major road and bridge construction and maintenance projects; preventive maintenance of equipment; safe driving practices pertaining to the operation of road construction equipment on streets and highways; principles and techniques of effective supervision.

Ability to: Supervise, train and instruct crews engaged in road and bridge maintenance and construction work; exercise sound independent judgment; skillfully and safely operate various types of heavy construction and maintenance equipment; maintain operating records; apply safe work practices; establish and maintain cooperative work relationships; communicate effectively both orally and in writing; read, interpret, apply and explain rules, regulations, policies and procedures.

Overtime Status: Non-Exempt Medical Group: B-1 Probationary Period: Six Months
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SERVICE COORDINATOR

DEFINITION

Under general supervision, maintains, schedules, and supervises the workflow of vehicle maintenance requests; orders, receives, stores, issues, and delivers parts, materials, supplies, and equipment; maintains environmental compliance for fleet vehicles and equipment; maintains computerized records and prepares reports; transports trustees/incarcerated individuals to a variety of County sites; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing a variety of technical and administrative clerical duties involving service writing, parts supply, control, and distribution, and vehicle maintenance tracking in support of the Fleet Division in the Public Works Department. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receives and reviews vehicle repair requests; troubleshoots vehicle problems and determines preliminary repair/maintenance work to be performed; coordinates and schedules needed repairs with departments and fleet staff; prepares and records work orders.
- Tracks progression of service or repair work; ensures vehicles and equipment are correctly repaired, serviced, and cleaned; notifies affected departments when work is completed.
- Orders, receives, checks, stores, and records materials, parts, equipment and supplies for distribution to fleet mechanics; obtains price quotes on parts to be purchased; maintains inventory of parts supply room using physical counts and computerized system; loads and unloads trucks using forklifts or industrial powered lift trucks; picks up and delivers parts and supplies as required.
- Monitors vehicle service and mileage records ensuring compliance with industry recommended level of preventative vehicle maintenance.
- Arranges for, schedules, delivers, and picks up sublet repair work.
- Maintains a variety of records using computerized and manual systems concerning vehicle assignments, mileage, dates of service, and other information; prepares reports and spreadsheets including those required for environmental compliance with State and local regulatory agencies; reconciles mileage logs and resolves discrepancies; creates and updates files on new cars; performs motor pool relief as assigned.

- Performs minor preventive maintenance on vehicles and equipment; inspects, adds and/or changes fluid levels and wipers; inspects general operating condition and safety problems; refers vehicles for repairs and regular maintenance service; charges and replaces batteries; replaces bulbs and makes other minor repairs; assists mechanics in coordination of preventative maintenance program; records fuel tank readings as assigned; maintains records of vehicles turned in for auction.
- Assesses and distributes work order requests to service staff based on type of repair or service need, staff skill and capacity; provides direct supervision to maintenance staff in the absence of the Fleet Services Supervisor.
- Maintains current California DMV registration for all County vehicles.
- Monitors hazardous waste collected at fleet facility; schedules retrieval with collection vendor; reports spills to mitigation or regulatory agencies as required.
- Researches new technology and advises Fleet Services Superintendent regarding future vehicle purchases to meet evolving regulations and needs of County departments.
- As assigned, transports trustee/incarcerated individuals to a variety of County sites.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

EDUCATION AND EXPERIENCE

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- One year of experience performing the duties of a service writer, service manager, parts manager or closely related field in an automotive servicing environment.

LICENSES AND CERTIFICATIONS

Licenses:

- Possession of a valid California driver's license issued by the Department of Motor Vehicles at the time of appointment.

Certifications:

- Possession of, or ability to obtain within six (6) months of appointment, valid forklift operator certification, to be maintained throughout employment.

SPECIAL REQUIREMENTS

Qualify for security clearance through a background investigation and fingerprint check,, as well as to be deputized by the Kings County Sheriff's Department, and to provide proof of a satisfactory driving record. Ability to travel throughout the County.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Basic principles of fleet management and vehicle maintenance.
- Normal timeframes required for vehicle and equipment service and common repairs.

- Principles, practices, methods, and techniques of parts, inventory management/control, purchasing, and customer service.
- Methods and practices used in receiving, storing, and issuing materials, supplies, and equipment.
- Licensing and registration of vehicles.
- Office practices and procedures, including filing and record keeping.
- Use and maintenance of basic shop, hand, and power tools.
- Safe usage of cleaning materials, disinfectants, cleaning tools, and equipment; underground storage tank use and safety procedures.
- Types and grades of lubricants, coolants, brake, steering, and other fluids used in automotive servicing.
- Safety practices and equipment related to the work.
- Principles of providing function direction and training.
- Basic arithmetic.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- Techniques of effective oral and written communication; proper spelling, grammar and punctuation.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Prioritize incoming fleet maintenance and repair workload for initial assignments.
- Organize and maintain accurate files, work orders, and service records.
- Effectively perform vehicle safety inspections and identify potentially necessary repairs to ensure vehicular safety.
- Accurately enter data into computerized system; write and complete accurate reports, documents, and correspondence.
- Perform vehicle and equipment procurement and inventory functions.
- Perform routine automotive servicing and assist Fleet Mechanic staff as assigned.
- Skillfully and safely operate vehicles, mechanical tools, and equipment.
- Follow safety practices in the performance of job duties.
- Understand and follow oral and written instructions.
- Perform basic arithmetic calculations.
- Plan, organize, and coordinate the work of assigned staff.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Must possess mobility to work in the field; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders; to operate varied hand and power tools; and to operate a motor vehicle and visit various County sites; strength, stamina, and mobility to perform light to medium physical work, to work in confining spaces and around machines; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools and equipment. Employees must possess the ability

to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in a maintenance shop/field environment and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, biologic and infectious agents, vermin, insects, and parasites, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKERS

All Kings County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Emergency Services Chapter 6-8 via adoption of local Ordinance No. 361 § 1, 2-25-75). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

FLSA EXEMPTION: Non-Exempt MEDICAL GROUP: B-1 PROBATIONARY PERIOD: Six Months (1040 hours)

SERVICE WRITER

DEFINITION

Under general supervision, reviews, assigns and tracks progression of service requests; performs a variety of duties involving the ordering, receipt, storage, issuance, and delivery of parts, materials, supplies and equipment; performs clerical work involved in parts stock transactions, inventory control and service requests; performs related work as required.

DISTINGUISHING CHARACTERISTICS

Service Writer is utilized in the equipment shop of the Fleet Management division of the Public Works Department. The Service Writer performs a variety of duties involving service writing, parts supply, control and distribution, and vehicle maintenance tracking. The incumbent has primary responsibility for scheduling sublet repair work and is expected to perform with a minimum of supervision. The incumbent may also assist the Parts and Warehouse Supervisor in the operation of a central parts and supply warehouse.

EXAMPLES OF DUTIES

Monitor vehicle service and mileage records to ensure compliance with industry recommended level of preventive vehicle maintenance; contact customers and schedule appropriate vehicle maintenance or repairs; receives and reviews service requests; determine preliminary repair/maintenance work to be scheduled; enters information and generates work order; determines appropriate level at which to assign work (mechanic or service); dispatches initial assignment of vehicle to the appropriate mechanic or service worker; tracks progression of service/repair work; arranges for, schedules, delivers and picks up sublet repair work; reviews work orders and performs visual and/or driving inspection of vehicles to verify that complaints have been addressed; ensures that vehicles are returned to service fully serviced and clean; notifies customers upon completion of repair/service job; contact suppliers for price quotes on parts to be purchased; picks up, receives, orders, checks, stores and records materials, parts, equipment and supplies for distribution to fleet service mechanics; posts to and maintains inventory files using computerized system; fills mechanics' requisitions for parts; posts parts/supplies to appropriate work orders on computerized fleet management system; verifies parts and labor are charged to order and charges the work to the appropriate department; operates a fork lift in loading or unloading of trucks and transporting parts, materials, equipment and supplies; inventories parts and performs stock control; takes fuel tank readings as assigned; ensures vehicles are prepared for auction; operates industrial powered lift trucks; makes minor repairs to vehicles and equipment; performs stock controls; performs or participates in annual inventory; picks up and delivers parts and other materials from local suppliers; prepares computer and other reports as required; performs miscellaneous warehouse, filing and accounts payable duties; may make minor repairs to vehicles and equipment; may perform motor pool relief; performs related work as required. (Essential duties may vary from position to position within classifications. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

MINIMUM QUALIFICATIONS (continued)

Education: Equivalent to graduation from high school.

Experience: One year experience in an automobile service or an equipment dealership performing duties of a service writer, service manager, parts manager or experience in a closely related capacity that demonstrates the required knowledge, skills and abilities.

License: Possession of a valid, appropriate California driver's license issued by the State Department of Motor Vehicles.

Certificate: Ability to obtain and maintain a valid forklift operator's certification within first six months of appointment to remain in position.

Special Requirements: Ability to lift parts, materials and/or equipment weighing up to approximately 100 pounds. Ability to type with speed and accuracy at a level sufficient to successfully perform the duties of the position.

Knowledge of: Normal timeframes required for auto/equipment service and common repairs; functional knowledge of automotive and heavy equipment systems; local repair shops and vendors; parts and materials used in auto/equipment service and repair; automotive and industrial parts, specifications and purchasing; basic computer equipment and operation; basic office practices; inventory principles; modern office equipment; basic math; basic record keeping practices; proper techniques for dealing courteously and effectively with County employees and members of the public; safe work practices and procedures.

Ability to: Prioritize incoming shop workload for initial assignments; organize work and set priorities to meet deadlines; provide prompt, courteous service to the public and co-workers; prepare clear and accurate work orders; establish and maintain effective relationships with those contacted in the course of work; exercise sound judgment; learn to correctly use office equipment including computer systems and applications used in the division; input and retrieve computerized data; maintain accurate records, both in conventional files and computerized; produce acceptable work products under pressure of deadline; perform moderate manual labor; understand and correctly follow oral and written instructions; exhibit mechanical aptitude; safely and efficiently operate automobiles, forklifts and other vehicles; follow workplace safety policies and procedures; properly use personal protective equipment as directed and trained.

FLSA Status: Non-Exempt Medical Group: B-1 Probationary Period: Six (6) months.



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BUILDING OPERATIONS SPECIALIST I/II

DEFINITION

Under immediate (Building Operations Specialist I) or general (Building Operations Specialist II) supervision, performs a variety of skilled work in the installation, operation, maintenance, regulation, and repair of heating, ventilation, air conditioning, and refrigeration (HVACR) equipment and controls including fire and safety systems; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Building Operations Specialist I) to general (Building Operations Specialist II) supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Building Operations Specialist I: This is the entry-level classification in the Building Operations Specialist series. Initially under close supervision, incumbents learn and perform a variety of skilled duties in the maintenance and repair of a variety of HVACR and fire detection systems, equipment, and controls used in County buildings and facilities. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Building Operations Specialist II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Building Operations Specialist II: This is the journey-level classification in the Building Operations Specialist series. Positions at this level are distinguished from the Building Operations Specialist I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Building Operations Specialist I/II class series are flexibly staffed and positions at the II-level are normally filled by advancement from the next lower level, after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Some duties, knowledge, skills, and abilities may be performed in a learning capacity for entry-level (I Level) positions.

- Installs, operates, maintains, repairs, and adjusts computer-controlled automated building HVACR equipment and controls, including pumps, condensers, steam lines, low voltage and pneumatic controls, and fire and safety systems in County buildings and facilities; responds to emergency requests; performs preventative maintenance; tests and inspects completed work.
- Performs troubleshooting, repair, maintenance, installation, and adjustment in the maintenance of electrical equipment and controls; locates and eliminates sources of electrical, plumbing, and mechanical problems; programs a variety of systems as required.
- Develops, supervises, and reviews a continuous preventative maintenance program for electrical and mechanical equipment and controls in County buildings and facilities; establishes schedules and procedures for each system.
- Observes and analyzes meters, gauges, and control panels to determine operating condition of equipment; makes necessary repairs to ensure efficient performance.
- Repairs a variety of water supply lines.
- Maintains and repairs closed loop water systems; takes water samples and applies chemicals as required; maintains and repairs chillers and boilers.
- Cleans and repairs air filtering units, exhaust systems, compressors, air ducts, dampers, and registers.
- Operates emergency backup power generators; transfers power from utility to back up power through keyed switch gear.
- Performs welding operations to repair and install equipment.
- Operates and maintains a variety of hand tools and power equipment.
- Estimates labor, materials, and equipment needed for assigned projects; monitors inventory levels of materials and equipment; orders, receives, and maintains inventory of materials, parts, and equipment as needed.
- Reads and interprets construction and working blueprints and diagrams.
- Performs routine building maintenance duties as assigned.
- Maintains a variety of reports and records, including timecards, worksheets, accident reports, logs, and maintenance requests.
- Observes safe work methods and utilizes safety equipment.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Some knowledge and abilities may be performed by positions at the entry (I) level in a learning capacity. Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

EDUCATION AND EXPERIENCE

Education:

- *Building Operations Specialist I/II:* Equivalent to completion of the twelfth (12th) grade, supplemented by vocational coursework in heating/air conditioning equipment installation, servicing, and maintenance or a closely related field.

Experience:

- *Building Operations Specialist I:* Two (2) years of experience in the operations, repair, and maintenance of HVACR systems and related building equipment.
- *Building Operations Specialist II:* Three (3) years of increasingly responsible experience in the operations, repair, and maintenance of an industrial or commercial size HVACR system including work with building equipment including generators, boilers, or chillers at a level equivalent to a Building Operations Specialist I in Kings County.

LICENSES AND CERTIFICATIONS

Licenses:

- Possession of a valid California driver's license issued by the Department of Motor Vehicles at the time of appointment.

Certifications:

- Possession of a Universal EPA certification, to be maintained throughout employment.

SPECIAL REQUIREMENTS

Qualify for security clearance through a background investigation and fingerprint check. Qualify for deputization by the County Sheriff's office for the purpose of overseeing inmate trustees. Requires the ability to comply with a 30-minute response time from the employee's residence to the Hanford Government Center. Ability to work a variety of shifts including nights, weekends, and holidays and on-call/call-back assignments, as assigned. Travel extensively throughout the County to outlying buildings and facilities.

KNOWLEDGE AND ABILITIES

Some knowledge and abilities may be performed by positions at the entry (I) level in a learning capacity.

Knowledge of:

- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Methods, materials, tools and equipment used in the operation, maintenance and repair of HVACR and boiler water treatment systems, fire alarm systems, and related building and mechanical equipment.
- Methods and practices of plumbing and pipefitting work.
- Methods and practices of electrical installation, maintenance, and repair.
- Methods and practices of welding.
- Methods and techniques of scheduling preventative maintenance.
- Diesel engines and related co-generation equipment.
- Use and maintenance of a wide variety of hand, power, and shop tools and equipment, as well as test equipment, related to the work.
- Safety practices and equipment related to the work.
- Basic arithmetic.
- Methods and techniques of scheduling work assignments.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- Techniques of effective oral and written communication; proper spelling, grammar, and punctuation.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Operate and maintain specialized tools and equipment of the HVACR, mechanical, plumbing, and electrical trades.
- Troubleshoot and repair operating problems in a variety of equipment.
- Estimate necessary materials and equipment to complete assignments.
- Read and interpret plans, schematics, manuals, blueprints, and sketches.
- Maintain accurate records and prepare clear and concise reports.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Must possess mobility to work in the field; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various County sites; strength, stamina, and mobility to perform medium to heavy physical work, to work in confining spaces and around machines; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 150 pounds or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, biologic/infectious agents, vermin, insects, and parasites, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKERS

All Kings County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Emergency Services Chapter 6-8 via adoption of local Ordinance No. 361 § 1, 2-25-75). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

FLSA EXEMPTION: Non-Exempt MEDICAL GROUP: B-1 PROBATIONARY PERIOD: Six Months (1040 hours)

BUILDING OPERATIONS SPECIALIST

DEFINITION

Under general supervision, to install, operate, maintain, regulate and repair heating, ventilation, air conditioning, and refrigeration (HVACR) equipment and controls; to install, operate, maintain, regulate and repair fire detection and control systems; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

The Building Operations Specialist classification series is utilized in the Building Maintenance Division of the Public Works Department to perform specialized tasks in maintaining a variety of HVAC and fire detection systems, equipment and controls used in County facilities. Building Operations Specialist is the experienced level in the series, reporting to the Building Maintenance and Operations Supervisor, and are deputized to supervise inmate trustees. The Building Operations Specialist classification differs from the Senior Building Operations Specialist in that the latter provides lead supervision over the lower level classifications in matters such as work assignments and training.

EXAMPLES OF DUTIES

Duties include but are not limited to those described below. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.

Installs, operates, maintains, repairs, and adjusts computer-controlled automated building HVACR, fire and safety systems, equipment and controls, including pumps, condensers, steam lines, low voltage and pneumatic controls; checks and services such equipment; develops, supervises and reviews a continuous preventive maintenance program for electrical and mechanical equipment and controls in County facilities; establishes schedules and procedures for each system; observes and analyzes meters, gauges and control panels to determine operating conditions of equipment; makes necessary repairs to insure efficient performance; troubleshoots a variety of electrical equipment and controls, locating and eliminating sources of electrical, plumbing and mechanical problems; welds copper tubing; welds metal material to construct or fabricate stands or braces; repairs copper water lines, replaces PVC condensate lines and repairs lines to drinking fountains; utilizes various computer software to accomplish work; maintains and repairs closed loop water systems, takes water samples and applies chemicals as needed; maintains and repairs chillers and boilers; may clean and repair air filtering units, exhaust systems, compressors, air ducts, dampers and registers; may train and/or supervise trainees; may direct Building Maintenance Workers and inmate trustees; orders and stocks essential parts and chemicals for mechanical systems; maintains records; prepares cost estimates of repairs and maintenance of mechanical and electrical equipment; performs regular building maintenance duties as required.

MINIMUM QUALIFICATIONS

Any combination of education and relevant experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education: Successful completion of a recognized course of study from a college or vocational school in heating/air conditioning equipment installation, servicing and maintenance or a closely related field. (Substitution: Two years of increasingly responsible experience in servicing and installing a variety of heating and refrigerating equipment may substitute for the education requirement.)

Experience: One year of experience as a Building Operations Trainee, OR two years of recent experience in the operation, repair and maintenance of HVAC systems and related building equipment.

Certification: Possession of valid EPA universal certification.

License: Possession of a valid, appropriate California driver's license issued by the Department of Motor Vehicles.

Special Requirements: Ability to: (1) work irregular hours, including on-call/call-back assignments, and evenings, weekends or holidays, as assigned; (2) comply with a 30 minute response time from the employee's residence to the Hanford Government Center; and (3) qualify for deputization by the Kings County Sheriff's Department, including passing a comprehensive background investigation, including a fingerprint check, in order to obtain security clearance; (4) possess and maintain a satisfactory driving record.

Knowledge of: Operations of heating, ventilation, refrigeration, air conditioning, boiler water treatment systems and related building and mechanical equipment; methods, tools and materials used in the operation, maintenance and repair of such equipment; electrical and building codes and the California Administrative Code as related to public buildings; occupational hazards and safety precautions in the building and mechanical trades; techniques of effective training and supervision.

Ability to: Exhibit manual dexterity in installing, maintaining and repairing air conditioning, heating, ventilating, refrigeration and related mechanical equipment; skillfully and safely utilize or operate the standard tools utilized in the trade, including welders; read and understand sketches, blueprints or written instructions and perform routine skilled work according to plans, specifications and instructions; understand and carry out oral and written instructions; make estimates of needed repair work, labor and material required for a specific job; utilize computer systems and software applications accurately; maintain records and provide clear written reports; establish and maintain cooperative work relationships; follow safe work practices as directed and trained; safely operate County equipment and vehicles; respond quickly to emergency situations.

Work Environment/Physical Requirements: Primarily works in a central plant which requires the ability to work on a regular basis in an outdoors environment under changing or inclement weather and hot summer or cold winter temperature conditions; the ability to work in a locked detentions facility which enforces a "lock down, no hostages" policy; ability to work in health clinics and lab, and morgue; ability to work on slippery or uneven surfaces under various environmental conditions; ability to work at heights and in enclosed spaces; ability to work from ladders, various heights and awkward positions. Regular exposure to dust, grease, oils, lubricants, solvents, water treatment chemicals, loud noises, and other occupational hazards associated with building operations. Physical labor including bending, stooping, climbing, kneeling, crawling, pushing, pulling, reaching to perform maintenance; requires ability to lift, carry or move objects weighing up to 50 pounds; operate vehicles, machinery, tools and equipment; stand and walk for extended periods; vision and hand/eye coordination for use of hand tools, computer, other equipment and to drive; visual ability to distinguish colors and depth perception.

Overtime status: Non-exempt Medical Group: B-1 Probationary Period: Six Months
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BUILDING OPERATIONS TRAINEE

DEFINITION

Under immediate supervision, to receive instruction and training in and to actually perform installation, preventative maintenance and repair work on heating, ventilation, air conditioning, and refrigeration (HVACR) equipment and automated controls; to learn to install, operate, maintain, regulate and repair fire detection and control systems; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

The Building Operations classification series is utilized in the Building Maintenance Division of the Public Works Department. Building Operations Trainee is the entry level classification in the series. Incumbents work under supervision of the Building Maintenance and Operations Supervisor while receiving day-to-day oversight, instruction and training from higher level Building Operations Specialists, and are deputized to supervise inmate trustees. Incumbents may advance to Building Operations Specialist when in the department head's determination the trainee has successfully completed training in all phases of the job and satisfactory work performance has been demonstrated.

EXAMPLES OF DUTIES

Duties include but are not limited to those described below. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.

In a training capacity: installs, operates, maintains, repairs, and adjusts HVACR, fire and safety systems, equipment and controls, including pumps, condensers, steam lines, low voltage and pneumatic and automated or other controls; checks and services such equipment; develops, supervises and reviews a continuous preventive maintenance program for electrical and mechanical equipment and controls in County facilities; establishes schedules and procedures for each system; observes and analyzes meters, gauges and control panels to determine operating conditions of equipment; makes necessary repairs to insure efficient performance; troubleshoots a variety of electrical equipment and controls, locating and eliminating sources of electrical, plumbing and mechanical problems; welds copper tubing; welds metal material to construct or fabricate stands or braces; repairs copper water lines, replaces PVC condensate lines and repairs lines to drinking fountains; utilizes various computer software to accomplish work; may maintain and repair closed loop water systems, take water samples and apply chemicals as needed; may maintain and repair chillers and boilers; may clean and repair air filtering units, exhaust systems, compressors, air ducts, dampers and registers; may direct Building Maintenance Workers and/or inmate trustees; orders and stocks essential parts and chemicals for mechanical systems; maintains records; prepares preliminary cost estimates of repairs and maintenance of mechanical and electrical equipment; performs regular building maintenance duties as required.

MINIMUM QUALIFICATIONS

Any combination of education and relevant experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education/Training: Successful completion of a recognized course of study from a college or vocational school in heating/air conditioning equipment installation, servicing and maintenance or a closely related field. (Substitution: Two years of increasingly responsible experience in servicing and installing a variety of heating and refrigeration equipment may substitute for the education requirement.)

Certification: Possession of valid EPA universal certification.

License: Possession of a valid, appropriate California driver's license issued by the Department of Motor Vehicles.

Special Requirements: Ability to: (1) work irregular hours, including on-call/call-back assignments, and evenings, weekends or holidays, as assigned; (2) comply with a 30 minute response time from the employee's residence to the Hanford Government Center; and (3) qualify for deputization by the Kings County Sheriff's Department, including passing a comprehensive background investigation, including a fingerprint check, in order to obtain security clearance; (4) possess and maintain a satisfactory driving record.

Knowledge of: Operations of heating, ventilation, refrigeration, air conditioning systems, automated controls, and related building and mechanical equipment; methods, tools and materials used in the maintenance and repair of such equipment; occupational hazards and safety precautions in the building and mechanical trades.

Ability to: Exhibit manual dexterity in installing, maintaining and repairing air conditioning, heating, ventilating, refrigeration and related mechanical equipment; skillfully and safely utilize or operate the standard tools utilized in the trade, including welders; read and understand sketches, blueprints or written instructions and perform routine skilled work according to plans, specifications and instructions; understand and carry out oral and written instructions; learn to make initial estimates of needed repair work, labor and material required for a specific job; learn to and correctly use computer systems and software applications; maintain records and provide clear written reports; establish and maintain cooperative work relationships; follow safe work practices as directed and trained; safely operate County equipment and vehicles; respond quickly to emergency situations.

Work Environment/Physical Requirements: Primarily works in a central plant which requires the ability to work on a regular basis in an outdoors environment under changing or inclement weather and hot summer or cold winter temperature conditions; the ability to work in a locked detentions facility which enforces a "lock down, no hostages" policy; ability to work in health clinics and lab, and morgue; ability to work on slippery or uneven surfaces under various environmental conditions; ability to work at heights and in enclosed spaces; ability to work from ladders, various heights and awkward positions. Regular exposure to dust, grease, oils, lubricants, solvents, water treatment chemicals, loud noises, and other occupational hazards associated with building operations. Physical labor including bending, stooping, climbing, kneeling, crawling, pushing, pulling, reaching to perform maintenance; requires ability to lift, carry or move objects weighing up to 50 pounds; operate vehicles, machinery, tools and equipment; stand and walk for extended periods; vision and hand/eye coordination for use of hand tools, computer, other equipment and to drive; visual ability to distinguish colors and depth perception.

Overtime status: Non-exempt Medical Group: B-1 Probationary Period: Six Months
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JCN #R04/R05
Est.: April 1973
Rev.: 7/20; 8/24

ROAD MAINTENANCE WORKER I/II

DEFINITION

Under immediate (Road Maintenance Worker I) to general (Road Maintenance Worker II) supervision, performs a variety of routine to skilled duties in the construction, repair, and maintenance of County roads, bridges, drainage systems, and traffic control devices; operates a variety of vehicles, equipment, hand, and power tools; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Road Maintenance Worker I) to general (Road Maintenance Worker II) supervision from assigned lead, supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Road Maintenance Worker I: This is the entry-level classification in the Road Maintenance Worker series. Initially under close supervision, incumbents learn and perform a variety of duties in road construction, repair, and maintenance. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Road Maintenance Worker II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Road Maintenance Worker II: This is the journey-level classification in the Road Maintenance Worker series. Positions at this level are distinguished from the Road Maintenance Worker I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Senior Road Maintenance Worker in that the latter performs the more complex work assigned to the series and provides technical and functional direction over lower-level staff.

Positions in the Road Maintenance Worker I/II class series are flexibly staffed. Positions at the II level are normally filled by advancement from the next lower level, after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Some duties, knowledge, skills, and abilities may be performed in a learning capacity for entry-level (I Level) positions.

- Breaks and removes surfaces; digs, shovels, hauls, loads, and unloads road fill materials, sand, mixes, dirt, and other materials; operates a variety of hand tools and power equipment; operates a variety of light to heavy trucks and equipment including dump trucks, backhoes, rollers, loaders, and graders; sand seals surfaces; compacts roads; digs trenches; prepares for overlays; cleans up work sites upon job completion.
- Installs, repairs, and maintains culverts, ditches and drainage structures; excavates and clears roads and ditches within County right of way.
- Performs brush clearance, tree removal, and weed control work.
- Assembles, installs, replaces, and repairs County road traffic control and warning signs; performs traffic monitoring and control, as assigned.
- Performs road striping.
- Inspects assigned equipment and reports the need for major repairs and service.
- Performs carpentry and concrete work in the construction and maintenance of wood and steel reinforced concrete bridges, culverts and related structures.
- Builds and sets wall, deck, and wing forms.
- Bends, cuts, and ties reinforcing steel.
- Mixes, pours and finishes concrete.
- Loads, hauls, and sets pipe.
- Keeps basic records of daily work performed.
- As assigned, oversees, transports, and controls the work of incarcerated individuals, welfare-to-work, and/or other volunteer workers and alternative work forces, including assignments, oversight, training and instruction in safe, efficient operation of tools and equipment.
- Observes safe work methods and utilizes safety equipment.
- Responds to emergency calls, as assigned.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Some knowledge and abilities may be performed by positions at the entry (I) level in a learning capacity. Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

EDUCATION AND EXPERIENCE

Education:

- Road Maintenance Worker I/II: Equivalent to completion of the twelfth (12th) grade.

Experience:

- Road Maintenance Worker I: One (1) year of work experience in construction, maintenance, or agricultural work.
- Road Maintenance Worker II: Two (2) years of experience equivalent to a Roads Maintenance Worker I in Kings County performing increasingly responsible experience in construction, repair, and maintenance of roads, bridges, and drainage systems.

LICENSES AND CERTIFICATIONS

Licenses:

Road Maintenance Worker I:

- Possession of a valid California driver's license issued by the Department of Motor Vehicles at the time of appointment.

- Possession of, or ability to obtain a Class A or B commercial driver's license with proper endorsements and no restrictions issued by the California Department of Motor Vehicles, within twelve months from hire date, to be maintained throughout employment.

Road Maintenance Worker II:

- Possession of a valid Class A or B commercial drivers license with proper endorsements and no restrictions issued by the California Department of Motor Vehicles, to be maintained throughout employment.

SPECIAL REQUIREMENTS

Qualify for security clearance through a background investigation and fingerprint check. Incumbents are required to submit to pre-employment, on-going random and other DOT-mandated drug and alcohol testing as a condition of employment. Qualify for deputization by the Sheriff for the purpose of overseeing inmate trustees. Ability to work a variety of shifts including nights, weekends, overtime, and call-back assignments, as assigned. Travel throughout the County.

KNOWLEDGE AND ABILITIES

Some knowledge and abilities may be performed by positions at the entry (I) level in a learning capacity.

Knowledge of:

- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Methods, materials, tools, and equipment used in road construction, repair, and maintenance.
- Operation and maintenance of heavy power-driven road construction and maintenance equipment.
- Safety practices and equipment related to the work including traffic control.
- Basic arithmetic.
- Methods and techniques of scheduling work assignments.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- Techniques of effective oral and written communication; proper spelling, grammar, and punctuation.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Operate light and heavy power equipment.
- Detect mechanical and equipment problems requiring repair.
- Follow basic safety practices in the performance of job duties.
- Maintain accurate records.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Use and maintain personal protective equipment (PPE) as directed and trained.

PHYSICAL DEMANDS

Must possess mobility to work in the field; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend equipment, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various County sites; strength, stamina, and mobility to perform medium to heavy physical work, to work in confining spaces and around machines; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds or heavier weights with the use of proper equipment and assistance from other staff. The work requires the wear and use of proper Personal Protective Equipment (PPE) and may require entry into confined spaces and the use of confined entry equipment.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKERS

All Kings County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Emergency Services Chapter 6-8 via adoption of local Ordinance No. 361 § 1, 2-25-75). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

FLSA EXEMPTION: Non-Exempt MEDICAL GROUP: B-1 PROBATIONARY PERIOD: One Year (2080 hours); Six months (1040 hours) if promoted within the Kings County Series.

ROAD MAINTENANCE WORKER I

DEFINITION

Under close supervision, to perform a variety of semi-skilled, unskilled and manual tasks in the construction, maintenance and repair of County roads, bridges, storm drains or traffic safety devices; to operate trucks and light equipment; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

The Road Maintenance Worker classification series is utilized in the Roads and Bridges Division of the Public Works Department. Road Maintenance Worker I is the entry level class in the series. Incumbents work under close supervision and guidance and are expected to advance to the II level when the minimum qualifications have been met for the higher level and satisfactory performance has been demonstrated. Incumbents may be required to work a flexible work week schedule including regular assignment to a weekend labor crew. Incumbents may be required to qualify for deputization by the Kings County Sheriff's Department, as required by assignment.

EXAMPLES OF DUTIES

Duties include but are not limited to those described below. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.

Operates a dump truck, a water truck, small tractors and other light equipment utilized for road maintenance and repair; lifts and moves heavy objects; loads stone, gravel, dirt, debris and other materials and dumps or unloads trucks; performs pick and shovel work in digging, widening and backfilling trenches and other excavations; fills cracks and patches road surfaces; sweeps, clears and cleans road sides, gutters, curbs, culverts and other drainage structures; may assist with bridge construction work including hauling, loading and unloading forms, mixing and pouring concrete; mixes and sprays chemical and water solution on road sideways for the control and eradication of weeds; operates a tractor driven shredder to remove weeds from road shoulders; assists in road striping, installing and repairing road traffic control and warning signs; may act as a flag person; cleans and inspects equipment assigned, and reports needed repairs to immediate superiors; may operate equipment normally assigned to the class of Road Maintenance Worker II on a training, relief or emergency basis as required; may oversee the work of probationers assigned to work-in-lieu projects.

MINIMUM QUALIFICATIONS

Any combination of education and experience likely to provide the required knowledge, skills and abilities may qualify. A typical way to obtain the required knowledge, skills and abilities would be:

Education: Completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.

MINIMUM QUALIFICATIONS (continued)

Experience: One year of general work experience in maintenance, construction or agricultural work.

Desirable Qualification: Maintenance, construction, or agricultural work experience involving the use of light equipment such as trucks, small tractors or related equipment preferred.

License: Possession of a valid, appropriate California driver's license. A current DMV printout is required upon application. A valid California Class A or B commercial driver's license, with all the proper endorsements and no restrictions, must be obtained within one year from date of appointment in order to remain in the classification. (NOTE: Candidate's receiving a conditional offer of employment are required to submit to pre-employment drug testing before employment can be confirmed. Incumbents are required to submit to on-going random and other DOT-mandated drug and alcohol testing as a condition of employment.)

Special Requirements: Ability to: 1) perform heavy manual labor including the ability to lift and carry objects weighing up to 100 pounds for distances up to 50 feet; 2) work overtime, on-call or call-back assignments, as required; 3) work a flexible work week schedule, including weekends as assigned; 4) qualify for deputization by the Kings County Sheriff's Department, including a satisfactory driving record, as required by assignment; 5) qualify for security clearance through a background investigation and fingerprint check.

Knowledge of: The general uses and purposes of road maintenance equipment and tools; basic methods, procedures and materials used in public works construction and maintenance projects; safe driving practices and state and County laws and regulations pertaining to the operation of motor vehicles; provisions of the California Vehicle Code relating to the operation of medium and heavy equipment on streets and roads; basic construction safety practices and CAL-OSHA standards as they relate to this position.

Ability to: Learn to safely and effectively operate assigned equipment and tools; apply mechanical aptitude on the job; understand and carry out oral and written directions; communicate verbally in emergency or stressful situations; learn and apply safe work practices; use and maintain personal protective equipment as directed and trained; maintain basic records; establish and maintain cooperative working relationships; safely operate motor vehicles.

Work Environment/Physical Requirements: Work is performed primarily outdoors with frequent travel to offsite locations; work on slippery or uneven surfaces under various environmental conditions; work from ladders, various heights and awkward positions. Regular exposure to cold, heat, noise, outdoors, confining work space, mechanical and electrical hazards; dust, grease, oils, lubricants, solvents, loud noises, and other occupational hazards associated with road maintenance. Heavy manual labor including the ability to lift and carry objects weighing up to 100 pounds for distances up to 50 feet. Utilize full range of physical motion to walk, stand/sit for prolonged periods of time; stoop, climb, kneel, crawl, push, pull or reach to perform repairs; ability to travel to different sites and locations; operate vehicles, machinery, tools and equipment; vision and hand/eye

coordination for use of hand tools, computer, other equipment and to drive; visual ability to distinguish colors and depth perception.

Overtime Status: Non-Exempt Medical Group: B-1 Probationary Period: One Year
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Department Head Signature

Date

Human Resources Director Approval

Date

ROAD MAINTENANCE WORKER II

DEFINITION

Under supervision, to perform a variety of unskilled and semi-skilled to skilled duties related to the construction, maintenance and repair of County roads, bridges, storm drains or traffic control devices; to operate a variety of light and moderately heavy power-driven road maintenance and construction equipment; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

The Road Maintenance Worker classification series is utilized in the Roads and Bridges Division of the Public Works Department. Road Maintenance Worker II is the experienced level in the series. Incumbents are required to skillfully operate a variety of light and moderately heavy equipment. Positions in this class are assigned power-driven equipment which requires proficient skill in the manipulation of steering and control mechanisms, such as front-end loaders, mixers, rollers, backhoes, three-axle dump and water trucks, rubber and track layer tractors, compactors, chip spreaders, drag lines, motor graders (not involved in grading roads in exact compliance with engineering specifications) or paint striping or traffic sign maintenance equipment used in preparing roadways during construction. Positions may be assigned bridge and culvert construction and maintenance tasks requiring heavy carpentry and concrete work. Incumbents may be required to work a flexible work week schedule including regular assignment to a weekend labor crew. Incumbents may be required to qualify for deputization by the Kings County Sheriff's Department, as required by assignment.

EXAMPLES OF DUTIES

Duties include but are not limited to those described below. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.

Operates three-axle, ten-wheel dump and water trucks, small tractors and other light equipment in hauling of road fill materials, various oil, dirt, sand and gravel mixes for road work, and water for road construction compaction; operates a variety of track and wheel-type tractors with attachments such as rollers for road compaction and finishing work, rippers for breaking up and preparing old road surfaces for resurfacing, mixers for preparing various oil, dirt, sand, and gravel mixes for road surfacing work, and scrapers for preparing road materials for loading and transporting to road construction sites; operates front-end loaders for general loading work, cleaning ditches and with backhoe for digging trenches; may operate D-7 or D-8 CAT dozer for moving sand, gravel and materials in preparation for loading and hauling; operates grader for general road siding and repair work; operates a tractor driven shredder to remove weeds from road shoulders; assembles, installs, replaces and repairs County road traffic control and warning signs; may act as a flag person; operates road striping rig; inspects assigned equipment and reports needed repair work to immediate supervisors; performs carpentry and concrete work in the construction and maintenance of wood and steel reinforced concrete bridges, culverts and related structures; builds and sets wall, deck and wing forms; bends, cuts and ties reinforcing steel; mixes, pours and finishes concrete; loads, hauls and sets pipe; may operate equipment normally assigned to the class of Road Maintenance Worker III on a training, relief or

emergency basis as required; may oversee the work of probationers assigned to work-in-lieu projects.

MINIMUM QUALIFICATIONS

Any combination of education and experience likely to provide the required knowledge, skills and abilities may qualify. A typical way to obtain the required knowledge, skills and abilities would be:

Education: Successful completion of the required experience is proof of sufficient education for this class.

Experience: One year of experience as a Road Maintenance Worker I in Kings County; or two years of experience in road construction and maintenance work comparable to the duties of a Road Maintenance Worker I in Kings County; or two years of experience in the repair or construction of concrete and steel bridges.

License: Possession of a valid, appropriate California driver's license. A current DMV printout is required upon application. A valid California Class A or B commercial driver's license, with all the proper endorsements and no restrictions, must be obtained within one year from date of appointment in order to remain in the classification. (NOTE: Candidate's receiving a conditional offer of employment are required to submit to pre-employment drug testing before employment can be confirmed. Incumbents are required to submit to on-going random and other DOT-mandated drug and alcohol testing as a condition of employment.)

Special Requirements: Ability to: 1) perform heavy manual labor including the ability to lift and carry objects weighing up to 100 pounds for distances up to 50 feet; 2) work overtime, on-call or call-back assignments, as required; 3) work a flexible work week schedule, including weekends as assigned; 4) qualify for deputization by the Kings County Sheriff's Department, including a satisfactory driving record, as required by assignment; 5) qualify for security clearance through a background investigation and fingerprint check.

Knowledge of: The safe operation and routine maintenance of road equipment including loaders, trucks, rollers, light dozers, compressors and related equipment; principles of engine operations; methods, procedures and materials used in public works construction and maintenance projects; preventive maintenance of equipment; tools, methods and materials used in road, bridge, storm drain or traffic control device construction and maintenance work; provisions of the California Vehicle Code relating to the operation of medium and heavy equipment on streets and roads; basic construction safety practices and CAL-OSHA standards as they relate to this position.

Ability to: Skillfully and safely operate light and moderately heavy power equipment; understand and carry out oral and written directions; communicate verbally in emergency or stressful situations; detect mechanical and equipment problems requiring repair; apply safe work practices as trained and directed; use and maintain personal protective equipment as trained and directed; maintain basic records; establish and maintain cooperative working relationships; safely operate motor vehicles.

Work Environment/Physical Requirements: Work is performed primarily outdoors with frequent travel to offsite locations; work on slippery or uneven surfaces under various environmental conditions; work from ladders, various heights and awkward positions. Regular exposure to cold, heat, noise, outdoors, confining work space, mechanical and electrical hazards; dust, grease, oils, lubricants, solvents, loud noises, and other occupational hazards associated with road maintenance. Heavy manual labor including the ability to lift and carry objects weighing up to 100 pounds for distances up to 50 feet. Utilize full range of physical motion to walk, stand/sit for prolonged periods of time; stoop, climb, kneel, crawl, push, pull or reach to perform repairs; ability to travel to different sites and locations; operate vehicles, machinery, tools and equipment; vision and hand/eye coordination for use of hand tools, computer, other equipment and to drive; visual ability to distinguish colors and depth perception.

Overtime Status: Non-Exempt Medical Group: B-1 Probationary Period: One Year
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