



SOUTH FEATHER WATER & POWER AGENCY

TO: Board of Directors

FROM: Michael Glaze, General Manager

DATE: September 17, 2008

**RE: Facilities Maintenance Worker – Addition of Position
9/23/08 Board of Directors Meeting**

Rather than recruit for a new Laborer or Utility Worker to replace the one recently terminated, I'm proposing that a new position be created to assume responsibility for janitorial, building and landscape maintenance of both Water and Power Division facilities. These services are presently being provided via outside contract at a cumulative cost of \$1,680 monthly. Additionally, the person in this position would be available to work on a crew (e.g., flagger, laborer) whenever a project necessitated more crew members than would normally be available, or when a regular crew member was unexpectedly absent. Because of the skill and experience prerequisites needed for the position in the area of landscape maintenance, I'm recommending that its wage range be comparable to meter readers and utility workers.

Had the termination not been necessitated, the Agency would have continued through the end of 2008 with a monthly wage and overhead liability of just over \$5,600 for that utility worker position. The new position – with a starting wage at the beginning of the range – will create a monthly wage and overhead liability for the Agency of just over \$4,500. That \$1,100 difference, plus the savings in the contract services, results in a net monthly gain of \$2,780 (the overall gain will actually be greater due to the fact that approximately 20% of this position's time will be charged to the Power Division).

The attached proposed classification specification (job description) has been approved by union representatives, and the following action is requested:

"I move approval of the classification specification for the Facilities Maintenance Worker position, for it to be added to the Water Treatment and Distribution Employees Unit, and appropriation of funds for recruitment and appointment of the position."

EXHIBIT C-17
CLASSIFICATION SPECIFICATION

Job Title: Facilities Maintenance Worker

Department: Buildings/Grounds

General Job Description

Under the direction of the Maintenance Foreman, Construction Foreman, Water Treatment Plant Superintendent, or Water Division Manager, works independently to efficiently and productively provide cleaning, custodial, renovation, repair, and maintenance services for Agency buildings and landscaping, as follows:

Performs a variety of landscaping and grounds maintenance duties in the care and maintenance of landscaped areas at Agency facilities involving operating medium to light equipment, installing, operating and maintaining landscape irrigation systems, and using hand tools to plant, mow and edge lawns, trim trees and plants, construct new landscaping, fertilize plants, and eradicate pests;

Prepares and interprets working drawings in connection with landscape construction and plot layouts, including selection of regionally appropriate plants;

Performs a variety of janitorial duties within Agency buildings, including keeping buildings in a clean and orderly condition and servicing, cleaning and supplying restrooms;

Performs heavy cleaning duties such as cleaning floors, shampooing carpets, washing walls and windows, and removing trash;

Performs a variety of general building maintenance repairs and services including painting interior and exterior walls and cabinets, removing and hanging wallpaper and pictures, and assembling and moving furniture;

Operates, maintains and performs routine repairs to equipment used in groundskeeping and janitorial work.

Occasionally, under the direction of an Equipment Operator or Ditch Tender, the Maintenance Foreman, Construction Foreman, Water Treatment Plant Superintendent, or Water Division Manager, works as a member of a crew to efficiently and productively provide unskilled and manual assistance as needed in the repair, replacement, operations and maintenance of the Agency's water treatment and distribution facilities.

Prerequisite Qualifications

High school diploma or the equivalency thereof.

Two years of janitorial, building renovation, and/or landscape maintenance experience. College training in a two-year course in landscaping or in horticulture, or its equivalent, may be substituted for one year of the required experience.

Knowledge of:

methods, material, and equipment used in comprehensive building maintenance and cleaning services;

basic principles of plumbing, electricity, carpentry, wood finishing, and painting;

use of tools and equipment used in the construction and maintenance of landscaping;

principles of plant growth and the relationship of plants to their environment, plant propagation, lawn and turf management, plant materials, basic soil science, and plant pests and diseases.

Valid Class C California driver's license and satisfactory driving record.

Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

Hourly Compensation Range: \$17.89 - \$27.59 hourly [same as Utility Worker and Meter Reader].

Essential Job Duties:

1. Task: Performs routine cleaning and custodial maintenance duties, including: carpet vacuuming, stain removal, and shampooing; tile floor stripping, waxing, buffing, sweeping, and mopping; furniture and woodwork washing, dusting, waxing, and polishing; bathroom cleaning and disinfecting; unclogging drains; garbage collection and disposal; HVAC filter changing; light bulb replacing; supplies restocking; interior and exterior window cleaning; and window-covering cleaning.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Moving heavy furniture, equipment, and supplies, either manually or by using hand trucks.

Physical Demand: Sitting, standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision, distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

3. Task: Performs a variety of general building maintenance repairs and services including caulking and painting interior and exterior walls and cabinets, cleaning roof gutters and drains.

Physical Demand: Sitting, standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision, distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

4. Task: Performs a variety of landscape maintenance duties including operating and maintaining irrigation systems, mowing, aerating, applying approved landscape materials, edging, blowing, fertilizing, mulching, planting, trimming, raking, pruning, watering, etc.

Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision, distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

5. Task: Performs a variety of landscape construction duties including installing irrigation systems, rototilling, excavating and embanking soil by hand and with equipment, digging holes and installing plants by hand, digging trenches by hand and with equipment for irrigation piping, etc.

Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision, distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

6. Task: Collects debris in landscaped areas, parking lots, campgrounds, and public boat landings, and transports to disposal/dumpster sites.

Physical Demand: Sitting; standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision, distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

7. Task: Cleans restrooms, portable toilets, picnic shelters, and other campground facilities.

Physical Demand: Sitting; standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision, distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

8. Task: Maintains tools and equipment.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

Marginal Job Duties:

1. Task: Assists in the repair of pipe leaks on Agency's distribution system.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Assists in the installation of water mains and fittings.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls, driving vehicle.

3. Task: Assists in the installation of asphalt-concrete paving material.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

4. Task: Assists in the cleaning and maintenance of Agency irrigation ditches.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

5. Task: Assists in controlling traffic to facilitate the repair, replacement, operating and maintenance of Agency facilities.

Physical Demand: Standing; walking over uneven ground; distance vision; speaking, hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators; driving vehicle.

Environmental Demands:

Outside: Often works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Often works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during building and landscape cleaning and maintenance operations; exposure to fumes from pesticides.

Noise/Vibration: Moderate exposure to noise, and minimal vibration from tools and equipment.

Mental Requirements:

Reading: Reads instructions, work orders, safety manuals, letters, reports, memos and messages.

Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked, and descriptions of work done.

Math: Ability to perform basic math calculations. Ability to count and measure.

Attention to Detail: Medium level concentration and attention to detail to produce an acceptable level of workmanship.

Repetition: Routine daily work practices.

Judgment: Ability to identify problems and implement solutions, and to work independently in the absence of supervision.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to communicate with and understand communications from others in English, both orally and in writing.

[Adopted 09/23/08]