

SIERRA COUNTY

Board of Supervisors
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SIERRA COUNTY BOARD OF SUPERVISORS

PERSONNEL COMMITTEE

February 11, 2025

The Sierra County Board of Supervisors Personnel Standing Committee will meet in session on Tuesday, February 11, 2025, at 11:30 a.m. in the Board of Supervisors' Chambers, Courthouse, Downieville, CA.

This meeting will be open to in-person attendance and available to the public via teleconference.

The public may observe and provide public comments by using the Teams options below:

By Phone: 1-323-892-2486
Access Code: 895 319 304#
By PC: <https://tinyurl.com/02112025PC>

The following item will be discussed:

1. Discussion/recommendation on request for promotion of a Plant Maintenance Worker II to a Plant Maintenance Worker III.

MEMO

Subject: Resolution authorizing the Director of Transportation to promote Plant Maintenance Worker II to III.

Department: Public Works & Parks and Recreation

Background: The current Plant Maintenance Worker (PMW) II was hired on March 3, 2024. During the evaluation for hiring this position we looked at his experience and training specific to facilities maintenance and made the decision to offer the position of PMW II. The employee has extensive experience in the construction trades that have carried over to his current position much better than we anticipated. A performance evaluation was conducted in October with an extremely favorable result. This employee's performance has exceeded my expectations considerably and I believe he has fulfilled all the requirements and performances of a PMW III since the start of employment and should be promoted now. Since the start of employment, he has needed very little supervision and has accomplished all duties assigned to him in an exceedingly proficient and professional manner. He has not only fulfilled all the duties assigned to him, he has also consistently sought out additional tasks related to facilities management and completed them on his own initiative. This promotion will not be backfilled, it is in relationship to the currently filled position only.

The annual impact to the general fund for this promotion will result in a budget increase of \$0.00 per year.

Adequate Budget

Employee was budgeted as a 14C. He is a 14B and will move to an 18B. A budgeted difference of +1,931.22 (for P&R and PM – he's a 50/50 split).

PM

Extra help was budgeted at \$12,056.80 for the year. We have been paid for 2/3 of the year. If I adjust the current Extra Help total FYTD (\$4,216.30) by an increase of 33%, the total is \$5,621, leaving an extra \$6,435. This will cover the increase for PM.

P&R

Extra help was budgeted at \$32,537.21 for the year. We have been paid for 2/3 of the year and haven't used any Extra Help. This will cover the increase for P&R.

**SIERRA COUNTY
Job Classification**

Class Title: Plant Maintenance Worker III
Class Code: 18, Miscellaneous
Status: Journeyman

DEFINITION

Under general supervision, employees of this class perform janitorial work, perform semi-skilled maintenance work; and do related work as required for plant maintenance, construction, or open space such as parks or recreation facilities.

DISTINGUISHING CHARACTERISTICS

This is the journeyman level position of the Plant Maintenance Worker series. The work performed by employees in this class is expected to be more complex than Plant Maintenance II and less supervision is needed.

REPORTS TO

To be designated by Department Manager.

CLASSIFICATIONS SUPERVISED

None.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following

- Sweep, mop, and wax floors.
- Vacuum, shampoo carpets.
- Clean and disinfect restrooms.
- Wash windows, screens and outside of building.
- Maintain grounds around public buildings.
- Lawn maintenance, landscaping and snow shoveling.
- Perform general maintenance, improvements, and repairs to county buildings such as construction, painting, minor electrical and plumbing.
- Standard maintenance of county vehicles.

MINIMUM QUALIFICATIONS

The successful candidate would possess a combination of the following related education and experience:

- High School Education or GED
- College Education
- Substantial relevant work experience, with Progressive advancement
- Supervisory experience
- License/Certificate

In addition, the successful candidate should possess the following knowledge and special skills:

Knowledge of

- Principles and practices of equipment and tools
- Principles and practices of construction, automotive maintenance and repair, electrical repair, and plumbing.

Ability to

- Follow written and oral directions and instructions.
- Exercise sound judgment
- Communicate effectively verbally and in writing.
- Establish and maintain cooperative working relationships with agency staff.
- Perform duties independently.
- Keep accurate records of work performed.

This class specification lists the major duties and requirements for this position and is not an all-inclusive list. Employees in this position may be expected to perform additional job duties related to those set out above and to the types of activities and functions of the employing department and may be required to have additional job-related knowledge and skills.

Training and Experience

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

Other Requirements

Possession of a valid driver's license at the time of application and maintained throughout employment is a requirement for hiring and retention.

TYPICAL WORKING CONDITIONS

Work is performed in an office and outside; continuous contact with other staff; must be willing to work under adverse or potentially hazardous conditions such as those that may arise by climbing a ladder to work on a ceiling or roof and/or working in areas with unpleasant odors, dampness, dust, and trash.

TYPICAL PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to remain in a stationary position 50% of time, move, traverse, and position self to move and reach while performing office duties. Move and/or position objects weighing up to 75 pounds. Constantly operate a computer and other office productivity machinery such as a calculator, copy machine and computer printer. Must be able to effectively communicate and converse with others, read, and write, and operate office equipment.

I. ESSENTIAL FUNCTIONS (ADA) PLANT MANAGER-CUSTODIAN

PHYSICAL REQUIREMENTS:

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (Once or twice, or never performed)

E=Daily (From 0-1 hours per day)

B=Seldom (On a quarterly to yearly basis)

F=Daily (From 1-4 hours per day)

C=Occasionally (On a monthly/bi-monthly basis)

G=Daily (From 4-8+ hours per day)

D=Frequently (On a weekly basis)

ACTIVITY			FREQUENCY						
			A	B	C	D	E	F	G
1.	CLIMBING	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using feet and legs and/or hands and arms.						X	
2.	STOOPING	Bending body downward and forward by bending spine at waist.							X
3.	KNEELING	Bending legs at knee to come to rest on a knee or knees.						X	
4.	CROUCH	Bending the body downward and forward by bending leg and spine.						X	
5.	CRAWLING	Moving about on hands and knees or hands and feet.					X		
6.	REACHING	Extending hand(s) and arm(s) in any direction.						X	
7.	STANDING	Standing for long periods of time.						X	
8.	WALKING	Moving about on foot.							X
9.	SITTING	Sits for extended periods of time.					X		
10.	PUSHING	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.						X	
11.	PULLING	Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.						X	
12.	FINGER DEXTERITY	Picking, pinching, typing, or otherwise primarily working with fingers rather than the whole hand or arm.							X
13.	GRASPING	Applying pressure to an object with the fingers and palm.						X	
14.	FEELING	Perceiving attributes of objects, such as size, shape, temperature, texture, by touching with skin					X		
15.	TALKING	Expressing or exchanging ideas by means of the spoken word.						X	
16.	HEARING	Receive detailed information through oral communication.					X		
17.	BALANCING	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces (exceeds that needed for ordinary locomotion and maintenance of body equilibrium).						X	

II. ESSENTIAL FUNCTIONS (ADA) PLANT MANAGER-CUSTODIAN

VISUAL REQUIREMENTS:

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (Once or twice, or never performed)

E=Daily (From 0-1 hours per day)

B=Seldom (On a quarterly to yearly basis)

F=Daily (From 1-4 hours per day)

C=Occasionally (On a monthly/bi-monthly basis)

G=Daily (From 4-8+ hours per day)

D=Frequently (On a weekly basis)

<i>ACTIVITY</i>		<i>FREQUENCY</i>						
		<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
1.	Work performed requires the ability to see distances under 12 inches.						X	
2.	Work performed requires the ability to see at an arm's length.							X
3.	Work performed requires the ability to see distances over 20 feet.						X	
4.	Work performed requires the use of both eyes (field of vision).							X
5.	Work performed requires the ability to distinguish basic colors.						X	
6.	Work performed requires the ability to distinguish shades of color.						X	
7.	Work performed requires depth perception.							X

OTHER FUNCTIONAL REQUIREMENTS:

<i>ACTIVITY</i>		<i>FREQUENCY</i>						
		<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
1.	Operates truck, tractor motor vehicle, forklift or other moving equipment.			X				
2.	Repetitive use of foot control. right only				X			
	left only				X			
	both				X			
3.	Repetitive use of hands. right only							
	left only							
	both							X

III. ESSENTIAL FUNCTIONS (ADA) PLANT MANAGER-CUSTODIAN

WORKING CONDITIONS:

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (Once or twice, or never performed)

E=Daily (From 0-1 hours per day)

B=Seldom (On a quarterly to yearly basis)

F=Daily (From 1-4 hours per day)

C=Occasionally (On a monthly/bi-monthly basis)

G=Daily (From 4-8+ hours per day)

D=Frequently (On a weekly basis)

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Works outside in various types of weather.						X	
2.	Works inside.						X	
3.	Works in extreme cold, below 32 degrees F, for more than 1 hour.						X	
4.	Works in extreme heat, above 100 degrees F, for more than 1 hour.			X				
5.	Worker is subject to vibration (oscillating movements of the extremities or whole body).						X	
6.	Works in excessive humidity.		X					
7.	Works in a dry atmosphere.						X	
8.	Works in environment with constant noise (to cause worker to shout to be heard).						X	
9.	Exposed to dust.					X		
10.	Exposed to silica.					X		
11.	Exposed to fumes, smoke, or gases (anesthetic gases, ethylene oxide, etc.)					X		
12.	Exposed to grease and oils (air and/or skin exposure).					X		
13.	Exposed to electrical energy.						X	
14.	Exposed to pesticides.					X		
15.	Exposed to solvents or other chemicals. (Specify types of chemicals--air and/or skin exposure)						X	
16.	Works on slippery or uneven surfaces.					X		
17.	Works around machinery with moving parts or stationary equipment.					X		
18.	Works around moving objects or vehicles.						X	
19.	Works on ladders or scaffolding.					X		
20.	Works below ground.	X						
21.	Works with hands in water.						X	
22.	Works in confined spaces.						X	
23.	Other - Specify							

IV. ESSENTIAL FUNCTIONS (ADA) PLANT MANAGER-CUSTODIAN

PHYSICAL EXERTION:

<i>ACTIVITY</i>							<i>WEIGHT/HOURS PER DAY</i>	
		Up to 10 lbs.	11-25 lbs.	26-50 lbs.	51-75 lbs.	76-100 lbs.	Over 100 lbs.	# hours per day
1.	LIFTING						X	
2.	CARRYING				X			2
3.	PUSHING		X					6
4.	PULLING		X					6
5.	REACHING		X					6
6.	OTHER (Specify)							

telephone to communicate verbally and a keyboard to communicate through written means, to review information, enter/retrieve data, and recognize characters on a computer screen. Tasks may involve extended periods of time at a keyboard or workstation.

Sierra County is an Equal Opportunity Employer
Sierra County employees and volunteers are deemed Disaster Service Workers pursuant to California Government Code Section 3101.

Reviewed by:

<u><i>Judi Behlke</i></u>	10-20-2023
Assistant Personnel Director	Date

Received and filed by:

<u><i>Deborah Foster</i></u>	10-23-2023
County Clerk	Date