

Side Letter of Agreement

County of Trinity
And
Trinity County Skilled Trades Unit, UPEC Local 792

September 21, 2021

WHEREAS, the Skilled Trades Unit MOU adopted by the Board of Supervisors on November 19, 2019, contained an Attachment A, which detailed the salary raises from 7-1-2019 through 7-1-2024; and

WHEREAS, after negotiating revisions in classification job duties, Attachment A is hereby revised as agreed to by the County of Trinity and the Trinity County Skilled Trades Unit, UPEC Local 792. Attachment A details an additional percentage increase for all classifications within the Skilled Trades Unit and it is agreed that upon receiving these raises, the Unit and County will no longer utilize the Koff and Associates Classification and Compensation Study from 2015 for negotiation purposes. Attachment B details where each employee shall be placed within each classification and range on the salary schedule as of the date of ratification of this side letter agreement. Step placement and advancement within the salary ranges for all employees shall be in accordance with their current anniversary dates pursuant to County Code section 2.60.430 – Salary surveys; and

WHEREAS, the parties further negotiated that incumbent hired in the Classifications of Road Maintenance Worker I before the date of ratification of the new classifications shall not be required to obtain a Class “B” license in order to maintain their employment. However, any employee hired after the date of ratification of the classifications into the classification of Road Maintenance Worker I will have 12 months in which to obtain the Class “B” license as required by the job description; and

WHEREAS, the parties additionally discussed that the Road Maintenance Lead Worker and Road Maintenance Foreman shall be entitled to the Class “A” license incentive pay regardless of the fact that their job description requires this as a part of their normal duties as well as classifications who maintain the license receiving the incentive; and

THEREFORE, The County of Trinity (County) and Trinity County Skilled Trades Unit (Union) enter into this Side Letter of Agreement and hereby agree to the following:

Skilled Trades Unit Attachment A, as revised shall be incorporated into the current Skilled Trades Unit MOU by this side letter. These raises shall be effective upon ratification of the side letter, and shall be effective as of September 16, 2021.

Skilled Trades Unit Attachment B, as presented, shall be incorporated into the current Skilled Trades Unit MOU by this side letter. These modifications shall be effective upon ratification of the side letter, and shall be effective as of September 16, 2021.

All attached job classification series are agreed to as presented and shall be effective on the date of ratification of this side letter.

The following job classifications shall be eliminated: Engineering Tech III, Environmental Compliance Specialist Senior, Transportation Planning Assistant, Transportation Planning Associate, Road Maintenance Worker IV, Road Maintenance Lead Worker II, Road Maintenance Crew Supervisor II/III, Senior Engineering Aide, Senior Traffic Aide, Traffic Aide, Storekeeper, Storekeeper Senior, Mechanic Apprentice, Equipment Shop Supervisor, Assistant Road Crew Supervisor I/II, Engineer Junior, and Engineer Senior.

The Environmental Compliance Specialist Series can be used as a County-wide classification in any department.

Incumbents employed as Road Maintenance Worker I before the date of ratification of this side letter shall not be required to obtain a Class "B" license in order to maintain their employment. However, any employee hired after the date of ratification of this side letter into the classification of Road Maintenance Worker I will have 12 months in which to obtain the Class "B" license as required by the job description or they shall be subject to termination for not meeting minimum requirements.

Road Maintenance Lead Worker and Road Maintenance Foreman shall be entitled to the Class "A" license incentive pay regardless of the fact that their job description requires this as a part of their normal duties. The Class "A" license incentive pay shall be increased to an additional 5% of base pay upon ratification for all Skilled Trades classifications who maintain the Class "A" license. Only classifications whose job description requires a Class "A" license or those listed in the MOU Article 4, Section 16, including but not limited to the reclassified titles, will be eligible for County payment of the physician examination and license costs.

IT IS SO AGREED:


Attached

Ron Copeland, Date
Lead Negotiator UPEC Local 792

Attached

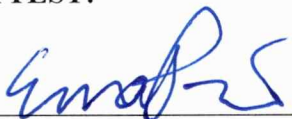
Sophia R. Meyer, Date
Lead Negotiator for County

ADOPTED:




JEREMY BROWN, CHAIR Date
of the Board of Supervisors,
County of Trinity, State of California

ATTEST:



EMMA PURVIS, Deputy, Clerk of Date
the Board of Supervisors of the
County of Trinity, State of California

APPROVED AS TO FORM:



MARGARET E. LONG, County Counsel
County of Trinity, State of California

The following job classifications shall be eliminated: Engineering Tech III, Environmental Compliance Specialist Senior, Transportation Planning Assistant, Transportation Planning Associate, Road Maintenance Worker IV, Road Maintenance Lead Worker II, Road Maintenance Crew Supervisor II/III, Senior Engineering Aide, Senior Traffic Aide, Traffic Aide, Storekeeper, Storekeeper Senior, Mechanic Apprentice, Equipment Shop Supervisor, Assistant Road Crew Supervisor I/II, Engineer Junior, and Engineer Senior.


The Environmental Compliance Specialist Series can be used as a County-wide classification in any department.

Incumbents employed as Road Maintenance Worker I before the date of ratification of this side letter shall not be required to obtain a Class "B" license in order to maintain their employment. However, any employee hired after the date of ratification of this side letter into the classification of Road Maintenance Worker I will have 12 months in which to obtain the Class "B" license as required by the job description or they shall be subject to termination for not meeting minimum requirements.

Road Maintenance Lead Worker and Road Maintenance Foreman shall be entitled to the Class "A" license incentive pay regardless of the fact that their job description requires this as a part of their normal duties. The Class "A" license incentive pay shall be increased to an additional 5% of base pay upon ratification for all Skilled Trades classifications who maintain the Class "A" license. Only classifications whose job description requires a Class "A" license or those listed in the MOU Article 4, Section 16, including but not limited to the reclassified titles, will be eligible for County payment of the physician examination and license costs.

IT IS SO AGREED:

Ron Copeland, Date
Lead Negotiator UPEC Local 792

 8-31-21

Sophia R. Meyer, Date
Lead Negotiator for County

ADOPTED:

JEREMY BROWN, CHAIR Date
of the Board of Supervisors,
County of Trinity, State of California

ATTEST:

APPROVED AS TO FORM:

EMMA PURVIS, Deputy, Clerk of Date
the Board of Supervisors of the
County of Trinity, State of California

MARGARET E. LONG, County Counsel
County of Trinity, State of California

The following job classifications shall be eliminated: Engineering Tech III, Environmental Compliance Specialist Senior, Transportation Planning Assistant, Transportation Planning Associate, Road Maintenance Worker IV, Road Maintenance Lead Worker II, Road Maintenance Crew Supervisor II/III, Senior Engineering Aide, Senior Traffic Aide, Traffic Aide, Storekeeper, Storekeeper Senior, Mechanic Apprentice, Equipment Shop Supervisor, Assistant Road Crew Supervisor I/II, Engineer Junior, and Engineer Senior.

The Environmental Compliance Specialist Series can be used as a County-wide classification in any department.

Incumbents employed as Road Maintenance Worker I before the date of ratification of this side letter shall not be required to obtain a Class "B" license in order to maintain their employment. However, any employee hired after the date of ratification of this side letter into the classification of Road Maintenance Worker I will have 12 months in which to obtain the Class "B" license as required by the job description or they shall be subject to termination for not meeting minimum requirements.

Road Maintenance Lead Worker and Road Maintenance Foreman shall be entitled to the Class "A" license incentive pay regardless of the fact that their job description requires this as a part of their normal duties. The Class "A" license incentive pay shall be increased to an additional 5% of base pay upon ratification for all Skilled Trades classifications who maintain the Class "A" license. Only classifications whose job description requires a Class "A" license or those listed in the MOU Article 4, Section 16, including but not limited to the reclassified titles, will be eligible for County payment of the physician examination and license costs.

IT IS SO AGREED:

Ron Copeland 8/30/21
Ron Copeland, Date
Lead Negotiator UPEC Local 792

Sophia R. Meyer, Date
Lead Negotiator for County

ADOPTED:

JEREMY BROWN, CHAIR Date
of the Board of Supervisors,
County of Trinity, State of California

ATTEST:

APPROVED AS TO FORM:

EMMA PURVIS, Deputy, Clerk of Date
the Board of Supervisors of the
County of Trinity, State of California

MARGARET E. LONG, County Counsel
County of Trinity, State of California

Skilled Trades - Side Letter Attachment A - Effective 9-16-2021

Title		Current			Additional %	Step on Implementation	7/1/2022	7/1/2023	7/1/2024	C&C +/-
		Salary Schedule	A Step	Hourly Rate			% Increase	% Increase	% Increase	
ENGINEERING-PLANNING										
Engineering Tech	II	T207	\$ 47,597.64	\$ 22.88	2.40%	T210	1.0%	1.0%	1.0%	-14.4%
Engineering Tech	I	T197	\$ 43,089.52	\$ 20.72	2.40%	T200	1.0%	1.0%	1.0%	-14.4%
Engineering Aide	II	T190	\$ 40,190.37	\$ 19.63	2.40%	T193	1.0%	1.0%	1.0%	-14.4%
Engineering Aide	I	T180	\$ 36,383.82	\$ 17.49	2.40%	T183	1.0%	1.0%	1.0%	-14.4%
Associate Engineer	II	T251	\$ 73,743.86	\$ 35.45	1.90%	T253	1.0%	0.0%	0.0%	-11.9%
Associate Engineer	I	T241	\$ 66,759.35	\$ 32.10	1.90%	T243	1.0%	0.0%	0.0%	-11.9%
Assistant Engineer	II	T222	\$ 55,259.38	\$ 26.57	1.90%	T224	1.0%	0.0%	0.0%	-11.9%
Assistant Engineer	I	T212	\$ 50,025.60	\$ 24.05	1.90%	T214	1.0%	0.0%	0.0%	-11.9%
Environmental Compliance Specialist	II	T244	\$ 68,782.23	\$ 33.07	3.70%	T249	1.0%	1.0%	1.0%	-18.7%
Environmental Compliance Specialist	I	T235	\$ 62,890.33	\$ 30.24	3.70%	T239	1.0%	1.0%	1.0%	-18.7%
Transportation Planner	Senior	T220	\$ 54,170.55	\$ 26.04	5.40%	T229	4.0%	4.0%	2.0%	-27.8%
Transportation Planner	II	T210	\$ 49,039.89	\$ 23.58	5.40%	T219	4.0%	4.0%	2.0%	-27.8%
Transportation Planner	I	T200	\$ 44,395.18	\$ 21.34	5.40%	T209	4.0%	4.0%	2.0%	-27.8%
Transportation Planning Technician	II	T193	\$ 41,408.18	\$ 19.91	5.40%	T199	4.0%	4.0%	2.0%	-27.8%
Transportation Planning Technician	I	T183	\$ 37,486.29	\$ 18.02	5.40%	T189	4.0%	4.0%	2.0%	-27.8%
ROAD MAINTENANCE										
Road Maintenance Foreman		T219	\$ 53,634.21	\$ 25.79	6.70%	T231	4.0%	3.0%	3.0%	-32.7%
Road Maintenance Worker	Lead	T197	\$ 43,089.52	\$ 20.72	6.70%	T210	4.0%	3.0%	3.0%	-32.7%
Road Maintenance Worker	III	T187	\$ 39,008.38	\$ 18.75	6.70%	T194	4.0%	3.0%	3.0%	-32.7%
Road Maintenance Worker	II	T177	\$ 35,313.78	\$ 16.98	6.70%	T184	4.0%	3.0%	3.0%	-32.7%
Road Maintenance Worker	I	T167	\$ 31,969.10	\$ 15.37	6.70%	T174	4.0%	3.0%	3.0%	-32.7%
SHOP										
Equipment Shop Foreman		T219	\$ 53,634.21	\$ 25.79	3.00%	T231	1.0%	1.0%	1.0%	-17.0%
Mechanic	Lead	T207	\$ 47,597.64	\$ 22.88	3.00%	T217	1.0%	1.0%	1.0%	-17.0%
Mechanic	III	T204	\$ 46,197.80	\$ 22.21	3.00%	T207	1.0%	1.0%	1.0%	-17.0%
Mechanic	II	T194	\$ 41,822.26	\$ 20.11	3.00%	T197	1.0%	1.0%	1.0%	-17.0%
Mechanic	I	T184	\$ 37,861.15	\$ 18.20	3.00%	T187	1.0%	1.0%	1.0%	-17.0%
Parts & Service Technician	II	T188	\$ 39,398.47	\$ 18.94	4.60%	T193	3.0%	2.0%	2.0%	-23.6%
Parts & Service Technician	I	T178	\$ 35,666.92	\$ 17.15	4.60%	T183	3.0%	2.0%	2.0%	-23.6%

Skilled Trades Unit - Side Letter Attachment B - Range Changes - Effective 9/16/2021

Employee ID	7-1-21 Classification	7-1-21 Salary Range	9-16-21 Classification	9-16-21 Salary Range
01272	Associate Engineer II	T251	Associate Engineer II	T253
01421	Mechanic III	T204	Lead Mechanic	T217
01226	Senior Traffic Aide	T190	Engineering Technician I	T200
02355	Environmental Compliance Specialist Sr	T244	Environmental Compliance Specialist II	T249
02123	Road Maintenance Crew Supervisor II	T219	Road Maintenance Foreman	T231
01988	Road Maintenance Worker IV	T197	Road Maintenance Lead Worker	T210
02553	Engineering Aide	T180	Engineering Aide I	T183
01559	Road Maintenance Crew Supervisor II	T219	Road Maintenance Foreman	T231
02434	Road Maintenance Worker II	T177	Road Maintenance Worker II	T184
02386	Mechanic I	T184	Mechanic I	T187
00543	Engineering Technician I	T197	Engineering Technician I	T200
01374	Senior Storekeeper	T188	Parts & Service Technician II	T193
01526	Road Maintenance Worker III	T187	Road Maintenance Worker III	T194
00845	Equipment Shop Supervisor	T219	Equipment Shop Foreman	T231
01765	Road Maintenance Worker IV	T197	Road Maintenance Lead Worker	T210
01499	Road Maintenance Worker IV	T197	Road Maintenance Lead Worker	T210
02387	Road Maintenance Worker I	T167	Road Maintenance Worker I	T174
02444	Transportation Planner Technician	T183	Transportation Planner Technician I	T189
02429	Road Maintenance Worker III	T187	Road Maintenance Worker III	T194
02343	Road Maintenance Worker I	T167	Road Maintenance Worker I	T174
01768	Mechanic III	T204	Mechanic III	T207
02592	Associate Transportation Planner	T210	Transportation Planner Senior	T229
02402	Road Maintenance Worker III	T187	Road Maintenance Worker III	T194



SEPTEMBER 2021
FLSA: NON-EXEMPT
UNIT: SKILLED TRADES

ASSISTANT ENGINEER I/II

DEFINITION

Under general supervision or direction, performs a wide variety of professional and technical engineering field and office work in the design and construction of County and Department of Transportation facilities and projects; and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from higher level management or supervisory staff. Exercises no supervision over staff.

CLASS CHARACTERISTICS

Assistant Engineer I: This is the entry-level and first working level in the professional Engineer class series. Incumbents perform a variety of office and field engineering and surveying work. Incumbents are normally considered to be in a training and learning status. Many assignments may be performed in a learning capacity, while an incumbent becomes familiar with County and Department of Transportation operations and engineering functions. Many of the assignments are similar to those of more advanced engineer classifications. This class is distinguished from more advanced engineer classifications by performing a narrower range of work and requiring less engineering experience and expertise. When sufficient job knowledge and work skills have been demonstrated, an incumbent may be promoted to the Assistant Engineer II level.

Assistant Engineer II: This is the second-level class in this professional Engineer series. Incumbents perform a variety of office and field engineering and surveying work. Incumbents perform a variety of professional engineering functions in support of Transportation department operations and design and construction functions. This class is distinguished from Assistant Engineer I by performing a broader range of assignments and requiring more engineering experience and expertise. It is distinguished from Associate Engineer I/II by the fact that Associate Engineer I/II requires full registration as a professional Engineer.

The positions in the Assistant Engineer I/II class series are flexibly staffed and positions at the Assistant Engineer II level are normally filled by advancement from the Assistant Engineer I level; progression to the Assistant Engineer II level is subject to (i) the incumbent meeting the minimum qualifications for the classification including possession of the California Engineer in Training (EIT) certificate or possession of an engineering degree; (ii) satisfactory work performance; (iii) management affirmation that the incumbent is performing the full range of duties assigned to the class; and (iv) management approval for progression to the Assistant Engineer II level.

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.

Incumbents at the Assistant Engineer I and II levels may perform some of these duties in a learning capacity.

- Assists with the development of engineering plans and specifications for County and Department of Transportation roads, storm drain, bridge, and transportation facility projects.
- Researches project design requirements; performs complex calculations and prepares estimates of time and materials costs.
- Performs Auto CAD mapping and drafting work; orders survey, mapping, and data collection for a variety of projects.
- Reviews and checks completed work performed by engineering technical support staff; assists with developing solutions to a variety of engineering problems.
- Researches publications and sources for information to be incorporated into projects; develops revised design and construction standards for County and Department of Transportation facilities and appurtenances.
- Investigates field problems affecting property owners and contractors; prepares cost estimates and feasibility reports for projects; administers contracts for construction projects; participates in plan checks and reviews for private development.
- Prepares special engineering studies and projects; assists with review of work performed by engineering consultants; coordinates projects with other County Departments and agencies.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Positions at the Assistant Engineer I and II levels may exercise some knowledge and skill statements in a learning capacity.

- Principles and practices of civil engineering, including project design, development, and construction management.
- Methods, materials, and techniques used in the construction of public works infrastructure civil engineering projects.
- Principles and practices of Capital Improvement Program (CIP) budgeting, cost estimation, funding, project management, and grant and contract administration.
- Principles and practices of public sector procurement and engineering/construction bidding processes.
- Subdivision engineering, plan review, mapping, and construction practices.
- Project management and contract administration principles and techniques.
- Methods and techniques of reviewing land development plans for compliance with engineering standards.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, standards, and procedures relating to civil engineering.

- General design, layout, and construction practices for public improvements such as streets, storm drains, grading, and landscaping.
- Principles of advanced mathematics and their application to engineering work.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Safety principles and practices pertaining to the work.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

Ability to:

Positions at the Assistant Engineer I and II levels may exercise some of these ability statements in a learning capacity.

- Apply engineering principles and techniques to evaluate and resolve routine to difficult civil engineering problems.
- Design, prepare, analyze, understand, and interpret engineering drawings, construction plans, specifications, and other contract documents.
- Perform mathematical and engineering computations with precision.
- Perform project management duties including directing the work of project engineers, consultants and contractors, ensuring compliance with project specifications and budget requirements.
- Perform construction management tasks including oversight and verification of all contractor tasks for payment purposes; manages the change order process.
- Conduct comprehensive engineering studies and prepare reports with recommendations.
- Administer contracts for professional services and construction in a public agency setting.
- Conduct complex civil engineering research projects, analyze complex problems, evaluate alternatives, and make sound recommendations.
- Prepare clear, concise, and accurate documentation and correspondence.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, legal descriptions, and other written materials.
- Effectively represent the department and the County in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Deal tactfully and effectively with the public, County staff, other agencies, engineering firms, contractors, developers, manufacturers, and others.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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:

Assistant Engineer I: Equivalent to graduation from an accredited four (4) year college or university with major course work in civil engineering or a related engineering field.

Assistant Engineer II: Graduation from college with a degree in Civil Engineering. Two (2) years of professional engineering design, plan review, and project administration experience working at a level equivalent to Trinity County class of Assistant Engineer I. This position is not licensed but has passed the EIT or has a degree. Assistant Engineer I is the same as the Junior Engineer, and Assistant Engineer II is more experienced.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record.
- Possession an Engineer in Training (EIT) certificate within one year of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect County development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and or public or private representatives while interpreting and enforcing departmental policies and procedures.



SEPTEMBER 2021
FLSA: NON-EXEMPT
UNIT: SKILLED TRADES

ASSOCIATE ENGINEER I/II

DEFINITION

Under general supervision or direction, performs a wide variety of professional civil engineering field and office work related to transportation and capital improvement operations; prepares specifications and conducts inspections of projects for streets, storm drains, facilities, and related structures; performs office and field work related to transportation studies and multimodal planning; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from higher level management or supervisory staff. Exercises no supervision over staff.

CLASS CHARACTERISTICS

Associate Engineer I: This is the entry-level class in this Engineer series. Initially under close supervision, incumbents learn to perform professional engineering work in land development, traffic engineering, public works infrastructure, and daily departmental operations, in addition to providing project management and administration. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions allocated to the Associate Engineer 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. As experience is gained, assignments become more varied and are performed with greater independence.

Associate Engineer II: This is the journey-level class in this Engineer series responsible for performing the full range of professional engineering work in addition to providing project management and administration. 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 Engineer in that the latter has responsibility for organizing, assigning, supervising, and reviewing the work of staff involved in a major functional area or project/program of the Engineering Division and may exercise supervision lower level staff.

The positions in the Associate Engineer I/II class series are flexibly staffed and positions at the Associate Engineer II level are normally filled by advancement from the Associate Engineer I level; progression to the Associate Engineer II level is subject to (i) the incumbent meeting the minimum qualifications for the classification including licensure as a Professional Civil Engineer; (ii) satisfactory work performance; (iii) management affirmation that the incumbent is performing the full range of duties assigned to the class; and (iv) management approval for progression to the Associate Engineer II level.

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.

Incumbents at the Associate Engineer I level may perform some of these duties in a learning capacity.

- Performs a wide variety of professional civil engineering field and office work related to transportation and capital improvement operations.
- Investigates field problems affecting property owners, contractors, and maintenance operations; responds to citizen inquiries and complaints.
- Provides information to the public regarding engineering and construction factors/considerations such as grading, encroachment permits, right-of-way and property line information, utility information, slope stability, and groundwater issues.
- Reviews traffic control plans; develops and maintains statistical reporting systems; compiles, analyzes, and interprets data related to traffic conditions; performs speed and traffic surveys and traffic counts; prepares and reviews traffic signal plans, timing plans, and sign and striping plans.
- Reviews plans, tract, and parcel maps and applications for land development projects for conformance to applicable codes, regulations, and ordinances.
- Plans, designs, and inspects all phases of public works projects, including roads, bridges, drainage systems and other County infrastructure; defines the scope of the project, coordinates the RFP and bid process including professional consulting services and contractors; performs budgetary control; directs and inspects the work of contracted or County staff; and ensures all project tasks are compliant with professional engineering standards and County specifications.
- Reviews design and construction plans prepared by consulting engineers and private contractors to verify compliance with County improvement requirements; reports may include, but are not limited to hydrology, geotechnical, environmental, and right of way documents; checks plans and specifications for conformance with professional standards and County standards; participates in pre-design, construction, and utility coordination meetings.
- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating engineering matters; provides information regarding County development requirements.
- Provides construction administration, management, and inspection of capital projects, including coordinating work with other divisions and County departments, reviewing and inspecting work to ensure conformance with plans and specifications, tracking and maintaining all project accounting, coordinating schedules, and providing public notices of projects.
- Attends meetings, conferences, workshops, and reviews publications to remain current on principles, practices, and new developments in the field of civil engineering.
- Drafts a variety of written communications including analytical reports, correspondence, and revisions to plans, policies and procedures.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Incumbents at the Associate Engineer I level may exercise some knowledge and skill statements in a learning capacity.

- Principles and practices of civil engineering, including project design, development, and construction management.
- Methods, materials, and techniques used in the construction of public works infrastructure civil engineering projects.
- Principles and practices of Capital Improvement Program (CIP) budgeting, cost estimation, funding, project management, and grant and contract administration.
- Principles and practices of public sector procurement and engineering/construction bidding processes.
- Subdivision engineering, plan review, mapping, and construction practices.
- Project management and contract administration principles and techniques.
- Methods and techniques of reviewing land development plans for compliance with engineering standards.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, standards, and procedures relating to civil engineering.
- General design, layout, and construction practices for public improvements such as streets, storm drains, grading, and landscaping.
- Principles of advanced mathematics and their application to engineering work.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Safety principles and practices pertaining to the work.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

Ability to:

Incumbents at the Associate Engineer I level may exercise some of these ability statements in a learning capacity.

- Apply engineering principles and techniques to evaluate and resolve routine to difficult civil engineering problems.
- Design, prepare, analyze, understand, and interpret engineering drawings, construction plans, specifications, and other contract documents.
- Perform mathematical and engineering computations with precision.
- Perform project management duties including directing the work of project engineers, consultants and contractors, ensuring compliance with project specifications and budget requirements.
- Perform construction management tasks including oversight and verification of all contractor tasks for payment purposes; manages the change order process.
- Conduct comprehensive engineering studies and prepare reports with recommendations.
- Administer contracts for professional services and construction in a public agency setting.
- Conduct complex civil engineering research projects, analyze complex problems, evaluate alternatives, and make sound recommendations.
- Prepare clear, concise, and accurate documentation and correspondence.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, legal descriptions, and other written materials.

- Effectively represent the department and the County in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Deal tactfully and effectively with the public, County staff, other agencies, engineering firms, contractors, developers, manufacturers, and others.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Associate Engineer I/II: Equivalent to graduation from an accredited four (4) year college or university with major course work in civil engineering or a related engineering field.

Associate Engineer I: One (1) year of professional engineering design, plan review, and project administration experience.

Associate Engineer II: Three (3) years of professional engineering design, plan review, and project administration experience, or two (2) years performing professional engineering duties equivalent to the County's Associate Engineer.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record.
- Possession and maintenance of a Registered Professional Civil Engineer license in the State of California.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect County development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and or public or private representatives while interpreting and enforcing departmental policies and procedures.



SEPTEMBER 2021
FLSA: NON-EXEMPT
UNIT: SKILLED TRADES

ENGINEERING AIDE I/II

DEFINITION

Under general supervision, performs a variety of office and field tasks in support of the County's engineering programs; performs routine drafting and mapping assignments; assists with the preparation of drawings, plans, and cost estimates for a variety of Transportation Department projects; develops and maintains accurate field notes, records and files; performs a variety of unskilled, semi-skilled and skilled tasks in the installation, maintenance and repair of street signs, road markings, and traffic control devices in the field or in a central shop; to perform traffic and speed studies; to input data into computer programs; and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

Engineering Aide I: This is a journey level classification with responsibility for providing basic office and field support to the County's engineering programs, and a variety of basic tasks in the installation, maintenance and repair of street signs, road markings and traffic control devices as well as field support work. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level may receive immediate to general instruction or assistance based on the assigned project, or as new or unusual situations arise and are expected to be fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Engineering Technician class in that the latter performs a higher level of paraprofessional engineering work.

Engineering Aide II: This is the experienced working level for the Engineering Aide I/II class series. Incumbents perform a variety of basic engineering office and field support work. This class is distinguished from Engineering Aide I by the fact that incumbents at the Engineering Aide II level perform a broader range of assignments, requiring previous experience. This class is distinguished from the Engineering Technician class series by the fact that Engineering Technicians perform a higher level of paraprofessional engineering work. The normal career advancement would be from Engineering Aide II to Engineering Technician I.

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 basic engineering office and field tasks in support of the County's engineering programs; areas of responsibility include, but are not limited to, mapping, drafting, and survey party support duties.

- Performs routine drafting and mapping assignments using manual or computer aided methods; receives and researches inquiries regarding property records, maps, plans, and legal descriptions; copies data and prepares notices; scans maps into the computer system.
- Assists with the preparation of drawings, plans, and cost estimates for a variety of Transportation Department projects.
- Serves on a survey party and assists with field surveying work; operates small hand and power tools for cutting vegetation and installing survey stakes and monuments; assists with plotting survey maps and drawings; receives training on surveying equipment and instruments, including transits, total stations, data collectors, levels, site rods, tapes, and chains.
- Develops and maintains accurate field notes, showing lines, angles, distances, benchmarks, mathematical calculations, and other pertinent field survey data; tabulates and plots field data; develops and checks notes, drawings, tracings, and engineering computations.
- Samples and tests soils, aggregates and cement; prepares results for review by engineering staff.
- Receives and responds to a variety of questions from the public regarding Transportation Department functions and activities.
- Perform field work for the Pavement Maintenance Program, implement appropriate traffic signs or markings, and complete traffic control duties.
- Respond to complains from the public related to damaged or missing signs.
- Use appropriate state and county manuals for proper installation of signs and traffic control devises.
- Patrols roads to determine the location of worn out, damaged, and missing signs.
- Maintain a record of placement of all signs, traffic control devices, roadway delineation and pavement markings.
- Perform speed studies.
- Operate traffic counter.
- Cut and dispose of trees and brush.
- Operate hand and power tools for cutting vegetation and installing road signs.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive engineering and public works program.
- Basic knowledge of engineering technical support work, including drafting, mapping, and property descriptions.
- Operational characteristics of field surveying equipment.
- Engineering mathematics, including geometry and trigonometry.
- Testing procedures and equipment for construction materials.
- Principles and practices of data collection and analysis.
- Safe work practices.
- Purpose of hand tools, power tools and equipment commonly used to layout, measure, construct, erect, install, repair and maintain road signs, traffic control devises, traffic counters, roadway delineation and pavement marking.
- State Vehicle Code relating to the operating of vehicles up to a 2-ton truck and utility trailer safely on County and State roads.
- Operation and routine maintenance of vehicles, equipment and power tools used.
- Methods and techniques of record keeping and report preparation.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

Ability to:

- Perform basic engineering office and field support work.
- Comprehend engineering plans and specifications.
- Use drafting materials and equipment.
- Analyze and insure the accuracy of property descriptions.
- Develop accurate records, sketches, and notes.
- Read and interpret maps, drawing, and property documents.
- Make accurate mathematical calculations.
- Safely and effectively use and operate equipment and tools required for the work.
- Prepare clear, concise and accurate reports, records, and other correspondence and documents.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Perform unskilled and semi-skilled tasks in the installation, maintenance and repair of signs, road markings, and traffic control devices.
- Use both non-power hand tools and light to medium heavy power tools efficiently and safely.
- Operate vehicles up to a 2-ton truck with an utility trailer safely on County and State roads.
- Learn to read, understand, and interpret technical manuals and legal documents such as the California Vehicle Code, California Traffic Manual, Manual on Uniform Traffic Control Devices and County Code as they relate to signs, traffic control devices, and roadway markings.
- Understand and carry out oral and written directions.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Engineering Aide I/II: High School Diploma or GED certificate equivalent to the completion of twelfth (12th) grade and two (2) years of basic technical support to an engineering or surveying program.

Prior work experience in performing semi-skilled or skilled maintenance work is desirable.

Engineering Aide II: Three (3) years of previous work experience performing engineering support work at a level equivalent to the Trinity County Engineering Aide I classification.

Licenses and Certifications:

- Possession and maintenance of a valid California Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in standard office setting, sit for extended periods, and use standard office equipment, including a computer; strength, stamina, and mobility to work in and around construction locations including traversing uneven terrain, climbing ladders, stairs, and other access points, coordination and stamina to ascend slopes, ability to pull brush and debris for continuous periods, and to operate a motor vehicle to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. The job involves frequent walking in operational areas to conduct site inspection or survey work. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate survey tools and equipment and to work with small hand tools and painting equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work on survey and construction sites. Employees must possess the ability to lift, carry, push, and pull materials, devices and objects up to 50 pounds, or heavier weights with the use of proper equipment or assistance. Ability to drive County vehicles, up to a 2-ton truck with utility body with small utility trailer.

ENVIRONMENTAL ELEMENTS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field where they are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



SEPTEMBER 2021
FLSA: NON-EXEMPT
UNIT: SKILLED TRADES

ENGINEERING TECHNICIAN I/II

DEFINITION

Under direction, performs a variety of paraprofessional office and field tasks in support of the County's engineering programs; areas of responsibility include, but are not limited to, traffic engineering, civil engineering, surveying and construction inspection/oversight; serves as Chief of Party for survey crews; prepares a variety of engineering drawings and plans; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from supervisory or management staff. May exercise functional and technical direction over, or training of, assigned project staff.

CLASS CHARACTERISTICS

This is a journey level classification with responsibility for providing paraprofessional support to the County's engineering programs. Incumbents are expected to work independently and exercise 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 Engineering Aide class in that the latter performs lower office and field support work.

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.

Employees at the Engineering Technician I and II levels may exercise some of these functions in a learning capacity.

- Performs a variety of technical engineering office and field tasks in support of the County's engineering programs; areas of responsibility include, but are not limited to, traffic engineering, civil engineering, surveying and construction inspection/oversight.
- Provides technical support to traffic and civil engineering projects; develops and maintains files on traffic accidents; reviews subdivision and drainage improvement plans; assists with preparing requests for consultant services; processes encroachment permits in accordance with applicable policies.
- Serves in a lead capacity for a survey party performing a variety of field, construction, right-of-way, topographic, and land surveys; operates a variety of surveying equipment and instruments including transits, total stations, data collectors, levels, site rods, tapes, and chains.

- Develops and maintains accurate field notes, showing lines, angles, distances, benchmarks, mathematical calculations, and other pertinent field survey data; tabulates and plots field data; develops and checks notes, drawings, tracings, and engineering computations.
- Checks and prepares property descriptions; researches recorded documents; performs property and right-of-way surveys; performs and calculates boundary and control surveys.
- Analyzes construction plans and performs construction staking; maintains files indices and files of survey records.
- Performs office technical support; utilizes Computer Aided Design (CAD) software to develop engineering drawings; performs basic contract administration and record keeping; assists with the development of estimates, plans, and specifications for a variety of Transportation Department projects.
- Conducts construction inspection duties to assess workmanship on a variety of public works projects and ensure conformance with established plans and specifications inspects, samples, and tests soils, aggregates, concrete, and asphalt; compiles and prepares results for review by engineering staff.
- Receives and responds to a variety of questions from the public regarding Transportation Department functions and activities.
- Performs Permitting and Encroachment Permitting functions.
- Assist or direct the Engineering Aide and Road Maintenance Workers in the performance of field work for the Pavement Maintenance Program, implementation of appropriate traffic signs or markings, and traffic control duties.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive engineering and public works program.
- Basic fundamentals of civil and traffic engineering.
- Laws and regulations applicable to the Transportation Department functions, including the Subdivision Map Act.
- Topographical and construction survey practices and the operational characteristics of field surveying equipment.
- Engineering mathematics, including geometry and trigonometry.
- Testing procedures and equipment for construction materials.
- Principles and practices of data collection and analysis.
- Principles and practices of contract administration.
- Nomenclature, symbols, methods, practices, techniques, and instruments used in engineering and mapping.
- Operational characteristics of Computer Aided Design (CAD) systems.
- Caltrans Design Manual and Standard Plans and Specifications
- Methods and techniques of record keeping and report preparation.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- Permitting and encroachment permitting functions.

Ability to:

- Perform a variety of paraprofessional, technical engineering office and field support work.
- Serve as chief of a survey crew.
- Reduce, interpret, and apply field notes in the performance of technical engineering and drafting work.
- Comprehend engineering plans and specifications.
- Analyze and insure the accuracy of property descriptions.
- Prepare plans, specifications, and estimates for basic Transportation Department projects.
- Develop accurate records, sketches, and notes.
- Prepare a variety of records and reports.
- Read and interpret maps, drawing, and property documents.
- Make accurate mathematical calculations.
- Safely and effectively use and operate equipment and tools required for the work.
- Prepare clear, concise and accurate reports, records, and other correspondence and documents.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Engineering Technician I: Equivalent to the completion of twelfth (12th) grade supplemented by college level coursework in engineering, surveying, construction management or a related field, and three (3) years of experience providing technical support to an engineering or surveying program; or three (3) years of experience at a level comparable to an Engineering Aide in Trinity County.

Engineering Technician II: In addition to the education and experience required for an Engineering Technician I, four (4) years of previous work experience, performing engineering support work at a level comparable to the Trinity County Engineering Technician I classification.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record.
- Engineering Technician II: Successful completion of Computer Aided Design (CAD) and engineering road design courses. At the discretion of the Department Head, skills, training and experience may be substituted for the CAD certificate or other coursework in the Engineering Technician II classification.

PHYSICAL DEMANDS

Must possess mobility to work in standard office setting and use standard office equipment, including a computer; strength, stamina, and mobility to work in and around construction locations including

traversing uneven terrain, climbing ladders, stairs, and other access points, and to operate a motor vehicle to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. The job involves frequent walking in operational areas to conduct site inspections and survey work. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate survey tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work on survey and construction sites. Employees must possess the ability to lift, carry, push, and pull materials, devices and objects up to 50 pounds, or heavier weights with the use of proper equipment or assistance.

ENVIRONMENTAL ELEMENTS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field where they are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



SEPTEMBER 2021
FLSA: NON-EXEMPT
UNIT: SKILLED TRADES

ENVIRONMENTAL COMPLIANCE SPECIALIST I/II

DEFINITION

Under direction, performs a variety of duties in the preparation of documents and/or review of environmental studies for County related projects, land use development, restoration and resource management projects; obtains miscellaneous permits from resources agencies, as required by federal, State, and local environmental regulations; make presentations on environmental compliance issues; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Department Director, Deputy Director or designated management staff. Exercises no supervision of staff; may provide work coordination for support staff assigned to assist with environmental compliance projects and County permitted projects.

CLASS CHARACTERISTICS

Environmental Compliance Specialist I: This is entry and first working level classification responsible for providing professional support to the County's environmental compliance program. Incumbents have responsibility for performing complex environmental compliance work to facilitate the initiation and completion of County projects and County permitted projects. Some assignments are performed in a training and learning capacity. This class is distinguished from Environmental Compliance Specialist II by the fact that incumbents perform a narrower range of complex assignments, exercising some judgement over environmental issues on an independent basis. Positions at this level receive general direction, instruction or assistance as new or unusual situations arise, are expected to exercise initiative and are expected to be fully aware of the operating procedures and policies of the work unit.

Environmental Compliance Specialist II: This is the fully experienced, advanced working level in the Environmental Compliance Specialist class series. Incumbents have responsibility for performing a broad range of complex environmental compliance work to facilitate the initiation and completion of County projects and County permitted projects. This class is distinguished from Environmental Compliance Specialist I by the fact that incumbents at the II level exercise considerable judgment over environmental issues, perform a broader range of more complex assignments on a more independent basis requiring previous experience. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are expected to be 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.

These job functions apply to Environmental Compliance Specialists I/II. Incumbents at the Environmental Compliance Specialist I level may exercise some of these functions in a learning capacity.

- Prepares and/or assists with the preparation and submission of Environmental Checklists and Preliminary Environmental Study Forms, as required by federal, State, and local agencies for the County projects; ensures all appropriate documentation meets requirements for the specific project.
- Solicits consultant services to perform a variety of environmental studies; prepares or assists with the preparation of Requests for Proposals; evaluates consultant submissions and provides recommendation for contract award; assists in developing consultant services agreements and administers completed agreements, including confirmation services are performed and invoice processing based on County, State and Federal guidelines.
- Reviews, analyzes and prepares findings/critiques on environmental studies relevant to assigned project; prepares written responses regarding environmental issues for review and approval by management; ensures compliance with environmental mandates.
- Organizes and/or attends environmental field reviews conducted by federal, State, tribal and local agencies to obtain and provide information on County projects, including independent site inspections of County permitted projects.
- Reviews project scopes and prepares cost estimates for environmental work on County projects; monitors project costing for compliance with cost estimates.
- Develops proactive solutions to environmental issues and regulatory concerns; meets with a variety of public and government agency representatives regarding environmental concerns and issues; attends and participates in public meetings, including Planning Commission and Board of Supervisors meetings, representing the interests of the County Departments.
- Prepares, reviews, and presents Planning Commission and Board of Supervisor staff reports, project updates, and reports on special projects as assigned by the Director, Deputy Director or designated manager.
- Establishes and maintains liaisons among the County Departments and other public and private agencies, community organizations, and professional groups; collaborates with surrounding counties and communities on environmental compliance issues.
- Prepares and maintains a variety of records and files for assigned projects.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of environmental compliance.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

These qualifications apply to Environmental Compliance Specialists I/II. Incumbents at the Environmental Compliance Specialist I level may exercise some knowledge and skill statements in a learning capacity.

- Principles, practices and purpose of a comprehensive environmental compliance program.
- Principles related to environmental compliance, transportation engineering/development, restoration, and/or resource management.
- Statistical research methods as applied to the collection of data affecting environmental issues.
- Principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.

- Applicable federal, state, and local laws, regulatory codes, ordinances, Memorandums of Agreement/Understanding, and procedures relevant to assigned area of responsibility, such as the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA), Forest Practice Act, California Endangered Species Act (CESA), Porter-Cologne Water Quality Control Act and/or the Surface Mining and Reclamation Act (SMARA).
- Methods and techniques of preparing comprehensive environmental review assessments and reports.
- Engineering, surveying, biologic, geologic, hydrologic and property terminology, nomenclatures, practices, methodologies and symbols.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, Planning Commission, Board of Supervisors, vendors, contractors, and County staff.

Ability to:

These abilities apply to Environmental Compliance Specialists I/II. Incumbents at the Environmental Compliance Specialist I level may exercise some of these ability statements in a learning capacity.

- Collect, analyze, interpret, and apply environmental compliance related data to various County projects and County permitted projects and present technical information and data in an effective manner.
- Perform complex technical writing and develop presentations.
- Interpret, apply, explain, and ensure compliance with federal, state, and local laws, codes, and regulations for County projects and County permitted projects.
- Prepare, review and present environmental research studies.
- Prepare clear and effective reports, correspondence, and other written materials.
- Prepare, review, present and interpret administrative policies and ordinances.
- Prepare, review, present and administer Requests for Proposal/Qualifications and administer contracts, including confirmation services are performed and invoice processing based on County, State and Federal guidelines.
- Make accurate arithmetic, financial, and statistical computations.
- Maintain accurate logs, records, and written records of work performed.
- Effectively represent the County in meetings with governmental agencies, Planning Commission, Board of Supervisors, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Understand and follow oral and written instructions.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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:

Environmental Compliance Specialist I: Equivalent to graduation from an accredited four (4) year college or university with major course work in environmental studies, environmental law, environmental planning, natural or physical sciences, resource management, civil or environmental engineering, or a related field, and three (3) years of experience providing professional support to an environmental compliance program.

Environmental Compliance Specialist II: Equivalent to graduation from an accredited four (4) year college or university with major course work in environmental studies, environmental law, environmental planning, natural or physical sciences, resource management, civil or environmental engineering, or a related field, and five (5) years of experience providing professional support to an environmental compliance program at a level equivalent to an Environmental Compliance Specialist I with Trinity County.

Work experience must include background in preparing successful applications for permits such as Section 404 Permits from the U.S. Army Corps of Engineers, 1602 or 1603 Permits from the California Department of Fish and Wildlife, and Section 401 Water Quality Certifications and Water Discharge Requirements from the State Water Resources Control Board. In addition, experience must include work in preparing, reviewing, and processing environmental documents for compliance with local, State and Federal environmental laws including CEQA and NEPA documents, Storm Water Pollution, Prevention Plans, and Mine Reclamation Plans.

Completion of a minimum of 30 units educational training and or college/university courses in environmental studies, environmental regulations, natural or physical sciences, resource planning or a closely related field.

Licenses and Certifications for *Environmental Compliance Specialists I/II*:

- Possession of a valid California Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; to operate a motor vehicle, and to visit various meeting sites County, region and statewide; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas, including on steep and/or uneven terrain and stream/river crossings, may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights with the use of proper equipment or assistance.

ENVIRONMENTAL ELEMENTS

Employees work in an office and outdoor environment with moderate noise levels, temperature conditions ranging from controlled in the office environment to hot, humid, cold, rain, snow in the outdoor environment. Employees may be exposed to dust, hazardous chemicals, and gasses. Employees may interact with upset staff and/or public and private representatives while interpreting and enforcing departmental policies and procedures.



SEPTEMBER 2021
FLSA: EXEMPT
UNIT: SKILLED TRADES

TRANSPORTATION PLANNER, SENIOR

DEFINITION

Under general supervision, plans, organizes, and participates in the most complex and difficult work of professional transportation planners related to the development of transportation plans, studies, projects, and programs for the County and Department of Transportation; oversees transit operations; develops and completes technical assessments, written project analyses, and performs technical writing and organization assignments; performs environmental studies and prepares environmental documents and permit applications; assists with planning policy formulation and implementation; explains transportation planning and environmental regulations and policies to the public; completes applications for grants; provides highly complex professional assistance to the Transportation Director and the public in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Transportation. Exercises technical and functional direction over and provide training and guidance to staff as assigned.

CLASS CHARACTERISTICS

Senior Transportation Planner is the advanced journey-level classification within the transportation planner series. Incumbents are responsible for the full spectrum of routine to highly complex transportation planning responsibilities. Responsibilities include managing transit operations, transportation planning studies, land use and transportation programs, congestion management programs, as well as, overseeing consultant and local jurisdictional relationships. Successful performance of the work requires a broad professional transportation planning background and skill in coordinating assigned work with that of other agencies. This class is distinguished from the Director of Transportation in that the latter has overall responsibility for all engineering, capital improvement, and development functions, as well as implementing and interpreting public policy.

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, organizes, and participates in a wide range of routine to highly complex transportation plans, programs, projects, and studies; oversees transit operations and staff.
- Serves as project manager on transportation planning and development projects, which includes overseeing application and plan review, coordination with project applicants and agencies, background research, environmental review, preparation of public notices and staff reports,

scheduling meetings and hearings, and monitoring project implementation to verify conformance with approved plans, grant/loan requirements, conditions, and mitigation measures.

- Manages, reviews, and presents complex transportation planning studies; conducts site and policy background research to obtain information for the preparation of staff reports, correspondence, memoranda, policy and procedure documents, and presentations to management or governing bodies; reads, interprets, analyzes, and explains a wide variety of technical documents, studies, and practices, and performs highly complex technical writing and organization assignments.
- Oversees the development of consultant requests for proposals and qualifications for professional services; evaluates proposals and recommends project award; develops and reviews contract terms and amendments; ensures contractor compliance with County standards and specifications and time and budget estimates; reviews and updates deliverables; analyzes and resolves complex problems that may arise.
- Operate transit vehicles, within individual license authority, on an as needed basis.
- Conducts the research and analysis necessary to prepare technical reports, administer programs, and manage funds and resources for a variety of County projects and programs.
- Performs funding/grant development and administration, including conducting grant research, writing proposals, and programming and administering awarded grant funds.
- Reviews, analyzes, prepares comments on, and implements various rules, regulations, legislation relating to transportation and environmental impact matters.
- Participates in the development of policy recommendations, implementing actions and financial estimates; coordinates the budgetary oversight of transportation funding requirements to local jurisdictions and Caltrans.
- Manages relationships between state and federal officials to effectively carry out the implementation and management of transportation plans, programs, and projects; ensures that procedures and information are delivered to the applicants as well as to state and federal regulators in a timely fashion; ensures compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) and related environmental mandates.
- Conducts environmental reviews of projects; evaluates impacts to transportation infrastructure and develops mitigations of those impacts.
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets transportation, social, economic, population, and land use data and trends; develops and implements recommendations; prepares written reports on various transportation planning matters; develops, implements, and administers major portions of the countywide transportation plan.
- Prepares staff reports, presentations, project information and status, and program financial information to various committees, community groups, and professional organizations about the County's transportation projects and programs.
- Participates on a variety of committees and task forces; attends and participates in professional groups and committees; stays abreast of new trends and innovations related to transportation planning.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Advanced principles, practices, and funding sources for transportation and land use planning programs, studies, and projects.

- Basic principles of employee supervision and training.
- Principles and practices of program and project management.
- Advanced principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- Methods and techniques related to transportation planning, travel forecasting and capacity, environmental issues, and implementation strategies.
- Principles, practices, and techniques of complex technical writing and organization assignments and the development of presentations.
- Grant application, preparation, and administration.
- Contract management practices in a public agency setting.
- Recent developments, current literature, and sources of information related to transportation planning and environmental review.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- Statistical research methods as applied to the collection and tabulation of data affecting public planning and methods of graphic illustration and presentation.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

Ability to:

- Administer complex, technical, and sensitive transportation planning and related programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Identify and respond to issues and concerns of the public, board, and other commissions and regulatory agencies.
- Prepare complex plans, proposals, grant applications, and environmental review documents for planning projects.
- Prepare and present major planning studies utilizing various sources of information.
- Perform highly complex technical writing and organization assignments and develop presentations.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Prepare clear and effective reports, correspondence, and other written material.
- Make accurate arithmetic, financial, and statistical computations.
- Effectively represent the department and the County in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to graduation from an accredited four (4) year college or university with major coursework in transportation, urban, or regional planning, transportation/traffic engineering, or a closely related field and five (5) years of progressively responsible transportation, planning, zoning, and related experience equivalent to an Transportation Planner II.

Licenses and Certifications:

- Possession and maintenance of a valid California Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds, or heavier weights with the use of proper equipment or assistance.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



SEPTEMBER 2021
FLSA: NON-EXEMPT
UNIT: SKILLED TRADES

TRANSPORTATION PLANNER I/II

DEFINITION

Under general supervision or direction, performs a variety of professional transportation planning duties in support of the County and Department of Transportation; develops and completes technical assessments, written project analyses, and performs technical writing and organization assignments; participates in environmental reviews and community design; performs environmental studies and prepares environmental documents and permit applications; assists with planning policy formulation and implementation; explains transportation planning and environmental regulations and policies to the public; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from higher level management or supervisory staff. Exercises no supervision of staff. Transportation Planner II level may provide some work coordination and lead direction to other staff as needed.

CLASS CHARACTERISTICS

Transportation Planner I: This is the entry-level class in this Transportation Planner series. Incumbents learn to perform professional transportation planning office and field work related to the interpretation, application and enforcement of County planning codes, ordinances and regulations. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions allocated to the Associate Transportation Planner 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. As experience is gained, assignments become more varied and are performed with greater independence.

Transportation Planner II: This is the journey-level class of the Transportation Planner responsible for performing the full scope of transportation planning duties required. 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 Transportation Planner in that the latter is the advanced journey-level class in the series and is responsible for managing the County's transit system, and for organizing, assigning, and reviewing the work of departmental staff involved in a major area of the Transportation Planning Division, in addition to performing the more complex planning and project management activities.

The positions in the Transportation Planner I/II class series are flexibly staffed and positions at the Transportation Planner II level are normally filled by advancement from the Transportation Planner I level; progression to the Transportation Planner II level is subject to (i) the incumbent meeting the minimum

qualifications for the classification; (ii) satisfactory work performance; (iii) management affirmation that the incumbent is performing the full range of duties assigned to the class; and (iv) management approval for progression to the Transportation Planner II level.

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.

Positions at the Transportation Planner I level may perform some of these duties in a learning capacity.

- Plans, organizes, and participates in a variety of routine transportation plans, programs, projects, and studies.
- Assists with transportation planning and development projects, which includes performing application and plan review, coordination with project applicants and agencies, background research, environmental review, preparation of public notices and staff reports, scheduling meetings and hearings, and participating in project implementation in conformance with approved plans, grant/loan requirements, conditions, and mitigation measures.
- Develops and presents transportation planning studies; conducts site and policy background research to obtain information for the preparation of staff reports, correspondence, memoranda, policy and procedure documents, and presentations to management or governing bodies; reads, interprets, analyzes, and explains a wide variety of technical documents, studies, and practices, and performs routine to moderately complex technical writing and organization assignments.
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets transportation, social, economic, population, and land use data and trends; develops and implements recommendations; prepares written reports on various transportation planning matters; develops, implements, and administers portions of the countywide transportation plan.
- Conducts the research and analysis necessary to prepare technical reports, administer programs, and manage funds and resources for a variety of projects and programs.
- Prepares environmental impact analysis and related studies on construction projects and programs undertaken by the County.
- Operate transit vehicles, within individual license authority, on an as needed basis.
- Performs funding/grant development and administration, including conducting grant research, writing proposals, and administering awarded grant funds.
- Ensures compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) and related environmental mandates.
- Conducts environmental reviews of projects; evaluates impacts to transportation infrastructure and develops mitigations of those impacts.
- Prepares staff reports, presentations, project information and status, and project financial information to various committees, community groups, and professional organizations about the County's transportation projects and programs.
- Participates on a variety of committees and task forces; attends and participates in professional groups and committees; stays abreast of new trends and innovations related to transportation planning.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Positions at the Transportation Planner I level may exercise some knowledge and skill statements in a learning capacity.

- Principles, practices, and funding sources for transportation planning and congestion management programs and projects.
- Transportation planning principles, concepts, standards, and practices.
- Statistical research methods as applied to the collection and tabulation of data affecting public planning.
- Principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- Grant application preparation and grant administration.
- Record keeping principles and procedures.
- Principles and practices of program and project management.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, such as the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).
- Principles, practices, and techniques of technical writing and organization assignments and the development of presentations.
- Safety principles and practices pertaining to the work.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

Ability to:

Positions at the Transportation Planner I level may exercise some of these ability statements in a learning capacity.

- Collect, analyze, interpret, and apply data to various transportation planning projects and present technical information and data in an effective manner.
- Perform complex technical writing and organization assignments and develop presentations.
- Interpret, apply, explain, and ensure compliance with federal, state, and local laws, codes, and regulations and RTPA policies and procedures.
- Prepare and present planning and environmental research studies.
- Prepare clear and effective reports, correspondence, and other written material.
- Make accurate arithmetic, financial, and statistical computations.
- Maintain accurate logs, records, and written records of work performed.
- Effectively represent the County in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Transportation Planner I/II: Equivalent to graduation from an accredited four (4) year college or university with major work in transportation planning, engineering or a closely related field.

Transportation Planner I: Two (2) years of professional transportation planning experience.

Transportation Planner II: Three (3) years of increasingly responsible professional transportation planning experience, or two (2) years performing professional planning duties equivalent to the County Transportation Planner I.

Licenses and Certifications:

- Possession and maintenance of a valid California Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds, or heavier weights with the use of proper equipment or assistance.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



SEPTEMBER 2021
FLSA: NON-EXEMPT
UNIT: SKILLED TRADES

TRANSPORTATION PLANNING TECHNICIAN I/II

DEFINITION

Under general supervision, to perform technical transportation planning support work; to process routine transportation planning material; to provide public information; to explain department ordinances, regulations, and policies to the public; and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Director of Transportation; receives lead direction from Senior Transportation Planner. This is not a supervisory classification.

CLASS CHARACTERISTICS

This is a specialized classification used for positions which provide a variety of technical support for the professional transportation planning staff and the functions and operations of the Department of Transportation and County projects.

Transportation Planning Technician I: This is the entry level in the Transportation Planning Technician class series. Incumbents perform duties under general supervision. Incumbents at this level are not expected to function with the same amount of knowledge or skill level as positions allocated to the Transportation Planning Technician II 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. As experience is gained, assignments become more varied and are performed with greater independence.

Transportation Planning Technician II: This is the advanced level in the Transportation Planning Technician class series. Incumbents have responsibility for performing a broader range of more complex work. This class is distinguished from Transportation Planning Technician I by the fact that incumbents at this II level exercise additional judgment and discretion and must be able to perform a broader range of duties related to transportation planning.

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.

- Processes routine transportation planning and transit related applications (including grants or similar documents), claims review, transit and specialized transportation program review.
- Provides a variety of support and assistance regarding the preparation of planning studies and reports.
- Creates and maintains databases for transportation programs.
- Performs various research, analysis, planning and routine administrative duties regarding County transportation programs, including accurate minutes and/or meeting notes; answers public and agency inquiries regarding transportation planning issues.
- May act as transportation coordinator;

- Operate transit vehicles, within individual license authority, on an as needed basis.
- May draft a variety of planning documents, maps, schedules, public notices, marketing and other material for the Transportation Commission, Social Services Advisory Council and other committees, as assigned.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Purposes and procedures of public transportation planning agencies, boards, and governing bodies;
- Basic understanding of laws, rules, regulations, and policies affecting transportation planning;
- Research methods and basic statistical analysis;
- Graphic illustration and presentation;
- Computers and software used in professional planning work;
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

Ability to:

- Perform duties under the stress of deadlines;
- Represent the department in a professional manner;
- Learn new methods and procedures related to transportation and transit planning;
- Learn methods, procedures, policies of the department, and regulations and funding requirements related to transportation;
- Take and keep accurate notes, perform work neatly and precisely and to plan, organize and prioritize daily assignments and work activities;
- Use English effectively to communicate in person, over the telephone and in writing;
- Identify or assess a party's need and direct to appropriate resource, department or agency;
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work;
- Collect, compile, and analyze technical, statistical, and other information related to public planning;
- Read and interpret maps;
- Draft effective written presentations;
- Work independently and as a team member;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines;
- Operate modern office equipment including computer equipment and specialized software applications programs;
- Assemble and analyze information and prepare written reports and records in a clear and concise manner;
- React calmly and professionally in emergency, emotional, and/or stressful situations;
- Establish and maintain effective working relationships with those contacted on the job;
- Prepare a variety of charts and graphic illustrations.

Education and Experience:

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:

Transportation Planning Technician I: Equivalent of an Associates Degree from an accredited college with course work in office procedures and equipment, basic statistics, GIS/drafting, or similar course work; and one (1) year of work experience involving customer service.

Transportation Planning Technician II: Equivalent of an Associates Degree from an accredited college with course work in office procedures and equipment, basic statistics, GIS/drafting, or similar course work; and two (2) years of responsible work experience in drafting and technical planning assistance or related work area equivalent to Trinity County Transportation Planning Technician I classification.

Education equivalent to graduation from an accredited college or university with major work in transportation planning, engineering or a closely related field is highly desirable.

Licenses and Certifications:

- Possession and maintenance of a valid California Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds, or heavier weights with the use of proper equipment or assistance.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



SEPTEMBER 2021
FLSA: NON-EXEMPT
UNIT: SKILLED TRADES

ROAD MAINTENANCE FOREMAN

DEFINITION

Under direction, plans, organizes, , assigns, supervises, reviews, and participates in the work of road crews responsible for the construction, maintenance, and repair of County roads within an assigned district; administers, monitors, and provides technical input for assigned road maintenance, operations, and related projects and programs; provides responsible technical assistance to the Road Superintendent; performs a variety of technical tasks relative to the assigned functional area; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff. Exercises direct supervision over assigned operations staff in multiple corporation yards.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the road worker class series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of assigned operations staff. Incumbents are expected to independently perform the full range of road maintenance duties as assigned. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Road Superintendent in that the latter is a mid-management classification with responsibility for all County road maintenance services and operations.

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, organizes, assigns, supervises, and reviews the work of assigned staff in the construction and maintenance of County roads.
- Participates in selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; reviews staff reports and other work products prepared by professional staff; assigns work and provides guidance and direction to staff regarding work plans and methods.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Monitors regional operations and activities of assigned multiple road maintenance work units located at different sites; identifies opportunities for improving service delivery methods and procedures;

provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.

- Estimates costs of construction and maintenance work, supplies, equipment, and materials; orders supplies and equipment for work projects; maintains records of purchase orders; monitors expenditures.
- Inspects and evaluates work in progress and completed work of assigned employees and contractors to assure that repairs, maintenance, and project activities are performed in accordance with mandated County standards and specifications.
- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Plans and lays out maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Supervises the use of and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools and equipment; reviews and approves daily maintenance reports.
- Assists and/or participates in the work of road workers, including road construction, maintenance and repair, road cleaning, snow plowing and ice control; ensures proper traffic control and safety around work sites.
- Operates a variety of heavy equipment and tools as needed.
- Procures supplies, parts, fuel, materials, and tools as needed; maintains inventory records.
- Coordinates assigned services and activities with those of other divisions and outside agencies.
- Answers questions and provides information to the public; responds to requests for assistance, concerns and complaints; investigates inquiries; recommends corrective actions to resolve issues.
- Responds to emergency situations as necessary.
- May act for the Road Superintendent in his/her absence.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of road maintenance and operations program development and administration.
- Principles, practices, equipment, tools, and materials of construction, maintenance, and repair of public works infrastructure.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of budget development and, accountability.
- Methods, techniques, materials and equipment used in the construction of roads and bridges, drainage structures, gutters and public works projects.
- Operation and routine maintenance of light and heavy equipment, hand and power tools.
- Safety practices, regulations and equipment.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

Ability to:

- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct assigned maintenance and operations activities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, develop and present recommendations, and justification for solution.
- Perform the most complex maintenance and operations duties.
- Operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record keeping, and project management systems.
- Read, interpret, retrieve, and produce drawings, blueprints, maps, and specifications.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to completion of the twelfth (12th) grade and five (5) of experience supporting a construction and maintenance program, two (2) of which should be in a lead capacity.

Licenses and Certifications:

- Possession of a California Class "A" driver's license with air brake and tank vehicle endorsement and a satisfactory driving record. Ability to pass appropriate physical and substance abuse testing.

Special Characteristics

- Incumbents possessing and maintaining a Class "A" California Driver's License with Air Brake, Tank Vehicle and/or Hazmat endorsements will receive a stipend determined through a collective bargaining process.

- Incumbents are expected to provide their own tools and locking toolboxes based on the receipt of a tool allowance and insured by County provided insurance as determined through a collective bargaining process.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, 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; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment, or assistance.

ENVIRONMENTAL ELEMENTS

Employees partly work in an office environment and partly work in the field 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, 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.



SEPTEMBER 2021
FLSA: NON-EXEMPT
UNIT: SKILLED TRADES

ROAD MAINTENANCE WORKER I/II/III

DEFINITION

Under immediate (Road Maintenance Worker I) or general (Road Maintenance Worker II) supervision, operates a variety of trucks and road construction equipment; performs routine, semi-skilled, and skilled tasks in maintenance, repair, and construction of County roads, storm drainage systems, and related structures; operates various hand and power tools in the performance of construction and maintenance duties; observes safe work methods and makes appropriate use of related safety equipment and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Road Maintenance Worker I) or general (Road Maintenance Worker II) supervision from higher level management or supervisory staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Road Maintenance Worker I: This is the entry-level classification in the Road Maintenance Worker series. 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. As experience is gained, assignments become more varied and are performed with greater independence.

Road Maintenance Worker II: This is the journey-level classification in the Road Maintenance Worker series, responsible for performing an expanded scope of duties assigned, with the exception of technical and advanced equipment operation. Positions at this level are distinguished from the Road Maintenance Worker I level by the performance of the expanded 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.

Road Maintenance Worker III: This is the second journey-level classification in the Road Maintenance Worker series, responsible for performing the full scope of duties assigned, including operation of all equipment. This class is distinguished from the Lead Road Maintenance Worker in that the latter is responsible for technical and functional supervision of lower-level maintenance staff and for performing the most complex duties assigned to the series. The Road Maintenance Worker III may assist the Lead Road Maintenance Worker with lead or training functions as appropriate.

The positions in the Road Maintenance Worker class series are flexibly staffed and positions at the Road Maintenance Worker II level are normally filled by advancement from the Road Maintenance Worker I level; progression to the Road Maintenance Worker II level is subject to (i) the incumbent meeting the minimum qualifications for the classification including any required certifications; satisfactory work performance; (iii) management affirmation that the incumbent is performing the full range of duties assigned to the class; and (iv) management approval for progression to the Road Maintenance Worker II level.

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.

Positions at the Road Maintenance Worker I and II levels may perform some of these duties in a learning capacity.

- Performs heavy manual labor in resurfacing, oiling, and patching roads; breaks and removes pavement; digs and shovels dirt; digs, widens, shores, and backfills trenches and other excavations; sweeps, clears and cleans roadsides, gutters, curbs, culverts, and other drainage structures.
- Operates various pieces of equipment, including light trucks, dump trucks, back hoes, rollers, loaders, snow removal, water tankers, and related equipment, and learns to operate and operates heavier equipment, in the construction and maintenance of roads, bridges, drainage systems, and related structures.
- Operates various hand and power tools in the performance of construction and maintenance duties, including air compressors and pneumatic tools such as spaders, tampers, jackhammers, breaking guns, concrete saws; uses picks, shovels, rakes, brooms, wheelbarrows, rollers, and flushers.
- Performs general maintenance and safety checks on equipment, including refueling, greasing and checking oil, water, lights and/or other vehicle components; reports the need for major repairs; performs pre-operations checks on a daily basis for all assigned motor vehicles.
- Loads, transports, and unloads rock, water, fill, debris, gravel, asphalt, and other materials to and from various construction sites.
- Performs and assists in the installation of traffic working, speed control, and other signs; paints traffic guards, barricades, and raised traffic bars on pavement.
- Operates and maintains a specialized road striping vehicle and multiple air, hydraulic, and airless paint systems in accordance with relevant codes and ordinances.
- Clears slides; grades shoulders; clears brush; removes trees and clears accident sites; removes snow; operates spreaders to salt and sand roads; chains equipment as necessary.
- Operates snow removal equipment as required.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Installs street barricades and cones and controls traffic around work sites and special events to ensure safe conditions for the general public and County workers.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Positions at the Road Maintenance Worker I and II levels may exercise some of these knowledge and skill statements in a learning capacity.

- Techniques, materials and equipment used in the construction and maintenance of roads and bridges, drainage structures, gutters, and public works projects.
- Operational characteristics of specialized construction maintenance and repair equipment.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Safe driving rules and practices and state and county laws pertaining to the operation of light and heavy equipment.
- Traffic control procedures and traffic sign regulations.
- Safe work methods, practices, equipment and regulations, and occupational hazards practices related to the work, including the handling of hazardous chemicals.
- Basic record keeping methods.
- Basic mathematics.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

Ability to:

Positions at the Road Maintenance Worker I level may exercise some of these ability statements in a learning capacity.

- Perform construction, modification, maintenance, and repair work on County infrastructure systems and facilities.
- Perform assigned maintenance and repair duties with accuracy, speed, and minimal supervision.
- Operate specialized construction maintenance and repair equipment.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Make basic accurate arithmetic calculations.
- Maintain accurate logs and records of work performed.
- Understand and follow oral and written instructions.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

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

Road Maintenance Worker I: One (1) year of experience as a laborer in construction or general maintenance work, including some experience in the operation of light trucks is desirable.

Road Maintenance Worker II: Three (3) years of experience in the construction and maintenance of roads, including, but not limited to, heavy equipment operation, or two (2) years as a Road Maintenance Worker I in Trinity County.

Road Maintenance Worker III: Three (3) years of road maintenance work and construction experience comparable to work at a level equivalent to the Trinity County Road Maintenance Worker II classification.

Licenses and Certifications:

Road Maintenance Worker I:

- Possessions of a valid California Driver's License and a satisfactory driving record.
- Ability to obtain a valid Class "B" license with a tank vehicle endorsement within the first year of employment, pass appropriate physical and substance abuse testing.

Road Maintenance Worker II (In addition to the above):

- Possession of a California Class "B" driver's license with a Tank Vehicle endorsement, or ability to obtain California Class "B" driver's license with a Tank Vehicle endorsement within one (1) year of date of hire, and shall, through the duration of their employment with the County, maintain said license and endorsement. Shall pass appropriate physical and substance abuse testing.

Road Maintenance Worker III (In addition to the above):

- Possession of a valid, unrestricted California Class "B" driver's license with Air Brake and Tank Vehicle endorsements, and shall, through the duration of their employment with the County, maintain said license and endorsements. Shall pass appropriate physical and substance abuse testing.

Incumbents possessing and maintaining a Class "A" California Driver's license with Air Brake, Tank Vehicle and Hazmat endorsements will receive a stipend determined through a collective bargaining process.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, 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; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve

data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment or assistance. Ability to wear safety and protective clothing such as hard hats, safety glasses/goggles, ear plugs, respirators, gloves, boots and chemical resistant clothing; use of heavy power-driven maintenance equipment such as backhoes, graders, and front-end loaders, as well as hand tools, chain saws, grinders, drill presses, and jackhammers.

ENVIRONMENTAL ELEMENTS

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, mechanical and/or electrical hazards, moving equipment, biting insects, poison oak, irregular work hours due to seasonal conditions, 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.



SEPTEMBER 2021
FLSA: NON-EXEMPT
UNIT: SKILLED TRADES

ROAD MAINTENANCE WORKER, LEAD

DEFINITION

Under direction, leads, trains, oversees, and participates in the more complex and difficult work of a crew performing maintenance, repair and construction work on the County's infrastructure including roads, storm drainage systems, and related structures; directs the work of daily assigned staff on a project on a day-to-day basis; performs routine to complex maintenance and repair work in an assigned area; performs manual labor in the maintenance and construction of County roads, storm drainage systems, and related structures; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management and supervisory staff. Exercises technical and functional direction over lower-level maintenance operations staff.

CLASS CHARACTERISTICS

This is an advanced journey-level classification in the Road Maintenance Worker series responsible for assigning, reviewing, and coordinating the daily work of Road Maintenance Workers in the construction and maintenance of County infrastructure, responsible for serving in the lead capacity by providing work direction and training to assigned staff. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of the assigned section on a day-to-day basis. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Road Maintenance Worker I/II/III by the exercise of general responsibilities for assisting the Road Maintenance Foreman with overall responsibility for crew oversight. This class is distinguished from the Road Maintenance Foreman in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in maintenance operations.

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.

- Leads, trains, oversees, and participates in the more complex and difficult work of a crew performing maintenance, repair, and construction work on the County's infrastructure including roads, storm drainage systems, and related structures; ensures work quality.
- Oversees daily maintenance and repair work in consultation with management and supervisory staff; communicates status of repairs to appropriate personnel, working cooperatively to implement scheduled repairs in accordance with established and special operational priorities; instructs staff in work procedures.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions; observes safe work methods for staff and self, to ensure appropriate use of related safety equipment; directs traffic safety at work sites.
- Inspects assigned County roads, facilities, systems, and appurtenances for maintenance needs and recommends appropriate actions; assists in developing work plans, procedures, and schedules.
- Leads crew members in the construction, paving, patching, and smoothing of roads and in the digging, installation, removal and maintenance of culverts, soft spots, and subsurface drains.
- Participates in manual tasks such as spreading gravel and sand as necessary to support maintenance and construction projects.
- Performs the skilled operation of specialized construction and maintenance, light to heavy vehicles and equipment; transports and tows heavy and light equipment from one location to another; loads and transports rock, water, fill, debris and other materials to and from various construction sites.
- Inspects and evaluates work in progress and upon completion to assure that repairs, maintenance, and project activities are performed in accordance with County standards and specifications.
- Responds to requests and complaints from the public and answers questions or refers to supervisor, as necessary.
- Monitors time sheets and equipment cards for errors.
- Performs minor adjustments on service equipment; maintains tools and equipment in working order.
- Maintains accurate records and logs of daily activities, using appropriate computer software applications.
- Responds to and performs emergency repairs and other emergency services as necessary.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of lead supervision and training.

- Techniques, materials and equipment used in the construction and maintenance of roads and bridges, drainage structures, gutters, and public works projects.
- Methods and techniques of inspecting maintenance and construction work to ensure compliance with plans and specifications.
- Methods and techniques of maintaining roadway drainage systems.
- Methods and techniques of compacting earth and fill to mitigate the impact of erosion.
- Methods and techniques of laying road base and applying chip seal and asphalt overlays.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and equipment.
- Safety equipment and practices related to the work.
- Traffic control procedures and traffic sign regulations.
- Basic record keeping and report writing methods.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

Ability to:

- Plan, schedule, assign, and oversee activities of road maintenance personnel.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Inspect and evaluate the condition of roadways and drainage systems.
- Prepare accurate and complete records and reports.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Read and interpret construction drawings, blueprints, maps, and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Give, as well as understand and follow, oral and written instructions.
- Make accurate arithmetic calculations.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to completion of the twelfth (12th) grade and four (4) years of experience in road construction and maintenance, or two (2) years as a Road Maintenance Worker III in Trinity County.

Licenses and Certifications:

- Possession of a California Class "A" driver's license with air brakes and tank vehicle endorsement and a satisfactory driving record. Ability to pass appropriate physical and substance abuse testing.

Special Characteristics

- Incumbents possessing and maintaining a Class "A" California Driver's License with Air Brake, Tank Vehicle and Hazmat endorsements will receive a stipend determined through a collective bargaining process.
- Incumbents are expected to provide their own tools and locking toolboxes based on the receipt of a tool allowance and insured by County provided insurance as determined through a collective bargaining process.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, 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; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment or assistance.

ENVIRONMENTAL ELEMENTS

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, 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.



SEPTEMBER 2021
FLSA: NON-EXEMPT
UNIT: SKILLED TRADES

EQUIPMENT SHOP FOREMAN

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of mechanics responsible for the maintenance, repair, and outfitting of vehicles and equipment; oversees the procurement of County vehicle maintenance supplies and materials and the replacement of vehicles and equipment as necessary; supervises, plans, and coordinates the maintenance and repair of County vehicles and equipment; administers, monitors, and provides technical input for assigned equipment maintenance, operations, and related projects and programs; performs a variety of technical tasks relative to the assigned functional area; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Road Superintendent. Exercises direct supervision over technical and maintenance staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the equipment maintenance class series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of equipment maintenance staff either directly. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of staff responsible for performing skilled equipment maintenance duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Lead Mechanic in that the latter class performs the full range of vehicle and equipment repair duties, provides lead direction and work coordination, but does not have supervisory responsibilities.

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, organizes, assigns, supervises, and reviews the work of assigned staff in the installation, maintenance, and repair of County vehicles and equipment; administers specialized projects and programs in the area of assignment.

- Participates in the development and implementation of goals, objectives, policies, and priorities for the assigned function; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of assigned services, projects, and activities; assesses and monitors workload; identifies opportunities for improvement and recommends to the Road Superintendent.
- Participates in selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; reviews staff reports and other work products prepared by professional staff; assigns work and provides guidance and direction to staff regarding work plans and methods.
- Monitors operations and activities of the equipment maintenance and repair work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Plans and lays out maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Supervises the use of and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools and equipment.
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
- Coordinates assigned services and activities with those of other divisions and outside agencies.
- Oversees County vehicle maintenance safety programs and training; inspects work in progress and County vehicles and equipment for safety violations; ensures that safety procedures are followed and that safety equipment is worn; assists in action planning for safety programs; makes periodic safety presentations to assigned staff.
- Performs the most complex equipment maintenance and repair duties as necessary and provides technical assistance to crews.
- Supervises maintenance of fuel inventory and charges fuel usage to appropriate budget; prepares fuel reconciliation sheets to comply with regulations.
- Compares and analyzes the costs and benefits of equipment replacement and equipment repair; prepares specifications for new vehicles and equipment and recommends purchases as appropriate.
- Coordinates the use of specialized equipment shared by multiple departments.
- Prepares accurate and complete division records and reports as required.
- Answers questions and provides information to the public; investigates inquiries; recommends corrective actions to resolve issues.

- Responds to emergency situations as necessary.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of equipment maintenance and repair program development and administration.
- Principles, practices, equipment, tools, and materials of maintenance and repair of County vehicles and equipment.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles, practices, tools and materials used in the maintenance and repair of automobiles, light and heavy-duty trucks and equipment, snow removal and other specialized equipment, including hydraulic and computer-controlled systems.
- Principles and methods used in a program of preventive maintenance for County vehicles and equipment.
- Basic principles and practices of budget development, administration, and accountability.
- Safety principles, practices, and procedures of equipment maintenance and repair, including related parts, tools, supplies, and materials.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic mathematics.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

Ability to:

- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Organize, implement, and direct assigned maintenance and operations activities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research, and analyze relevant information and develop and present recommendations and justification for solution.

- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Read, interpret, retrieve, and produce drawings and specifications.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to completion of twelfth (12th) grade supplemented by specialized training in County vehicle maintenance, and five (5) years of increasingly responsible experience in performing automotive and light to heavy equipment maintenance and repair work, two (2) of which should be in a supervisory capacity.

Licenses and Certifications:

Possession and maintenance of a California Class "B" driver's license with a tank vehicle endorsement and satisfactory driving record. Ability to pass physical and substance abuse testing requirements.

Special Characteristics

- Incumbents possessing and maintaining a Class "A" California Driver's License with Air Brake, Tank Vehicle and/or Hazmat endorsements will receive a stipend determined through a collective bargaining process.
- Incumbents are expected to provide their own tools and locking toolboxes based on the receipt of a tool allowance and insured by County provided insurance as determined through a collective bargaining process.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around County the County services shop; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, and to operate varied hand and power tools

and equipment; vision to read printed materials and a computer screen; color vision to read gauges; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment, or assistance.

ENVIRONMENTAL ELEMENTS

Employees partly work in an office environment and partly work in and around County vehicle services facilities and systems 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, 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.



SEPTEMBER 2021
FLSA: NON-EXEMPT
UNIT: SKILLED TRADES

LEAD MECHANIC

DEFINITION

Under general supervision, provides lead direction, training, and project coordination for assigned staff; seeks compliance with sections of the applicable County, state and federal laws for completion of necessary repairs to County vehicles; performs related work as required for preventive maintenance, skilled repairs and outfitting of a wide variety of County vehicles, and light-to-heavy duty trucks and equipment; ensures that all vehicles and equipment are in safe and operational condition; observes and enforces safe work methods for appropriate use of related safety equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Equipment Shop Foreman. Provides lead direction and work coordination for incumbents at the Mechanic I/II/III levels.

CLASS CHARACTERISTICS

This is the lead worker position in the Mechanic series. Incumbents provide lead direction, project coordination and training for assigned staff. In addition, this position is expected to exercise considerable initiative to work independently and is responsible for decisions requiring discretion, judgment, and familiarity with a variety of equipment, repairs, and the applicable laws related to completion of those repairs. Incumbents are expected to perform at the advanced journey-level in the Mechanic classification series, responsible for performing the full range of mechanical, electrical, hydraulic, pneumatic, gasoline, and diesel repair and maintenance required for County vehicles and equipment. Positions at this level are distinguished from the Mechanic III position by the provision of lead direction, training, and work coordination for the work unit. This class is distinguished from the Equipment Shop Foreman position in that the latter position is a first level supervisor responsible for planning, scheduling, assigning, and reviewing the work of technical 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, work coordination and training for all assigned staff.
- Inspects, diagnoses, and locates mechanical difficulties on County automobiles, trucks, transit vehicles, and a variety of diesel, gasoline, electric, and natural gas-powered maintenance and construction equipment.
- Overhauls, repairs, and adjusts engines, transmissions, differentials, and clutches; tunes up engines; diagnoses fuel injection problems; replaces ignition parts; cleans and adjusts carburetors.
- Replaces or repairs faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment on County vehicles and off-road equipment.
- Ensures that all vehicles and equipment are in safe and operational condition; makes emergency road-side vehicle and equipment repairs; performs on-site field repairs to stationery or disabled equipment.
- Performs electric and oxy-acetylene welding in the fabricating and repair of equipment, structures, tools, and other related parts; designs, lays out, and fabricates equipment parts; rebuilds broken equipment and parts as necessary.
- Adjusts, repairs, replaces, and rebuilds carburetors, fuel injection systems, and other fuel system components.
- Installs, troubleshoots, adjusts, replaces, repairs, and rewires electrical components such as ignition, signals, lights and electrical controls, including computer-controlled components.
- Repairs and rebuilds hydraulic and pneumatic apparatus such as backhoes, loaders, booms, and lifts.
- Adjusts and repairs or rebuilds drum and disk braking systems, valves, master cylinders, and pneumatic or other hydraulic controls.
- Repairs and replaces suspension and steering components.
- Adjusts, repairs, overhauls, and prepares for job shop automatic and manual transmissions, differentials, transfer cases, power take off drives, clutches, and related drivetrain components.
- Repairs and maintains hand-held and walk-behind power equipment.
- Performs limited body and frame repair.
- Assists other maintenance and mechanical personnel in the performance of complex or emergency duties as necessary.
- Orders materials, parts, and supplies required for maintenance and repair work; assists in stocking supplies and maintaining inventory records.
- Reads and interprets technical manuals and blueprints to facilitate installation, servicing, repair, and replacement services and activities.
- Observes and enforces safe work methods for appropriate use of related safety equipment as required.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment and tools at the close of the workday.
- Prepares and maintains records of work performed, time, and materials used in each project.

- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, tools, equipment, and materials used in the maintenance and repair of automobiles, light- and heavy-duty trucks and equipment, fire vehicles, snow removal, and other specialized equipment, including hydraulic and computer-controlled systems.
- Operating and repair characteristics of a wide variety of County owned equipment and components.
- Methods and techniques of reading and interpreting manuals and schematics associated with vehicle and equipment repair work.
- Methods and techniques of estimating time and materials needed for assigned projects.
- Principles and practices of gasoline and diesel engine maintenance and repair.
- Methods and techniques of using diagnostic equipment to determine cause of equipment malfunction.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods, materials, equipment, and tools used in routine welding and fabrication work.
- Occupational hazards and safety equipment and practices related to the work.
- Principles and procedures of record-keeping and reporting.
- Safe driving rules and practices.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

Ability to:

- Inspect equipment and accurately diagnose electrical, hydraulic, and mechanical defects.
- Skillfully use a variety of hand and power tools in the maintenance and repair of automotive and construction equipment.
- Performed skilled testing, adjustment, repair, and overhaul work on equipment.
- Read and interpret shop and repair manuals.
- Apply technical knowledge of mechanical and electrical trades work.
- Estimate time and materials for repair jobs.
- Follow oral and written directions.
- Maintain accurate records and reports.
- Establish and maintain cooperative working relationships.

Education and Experience:

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

- Equivalent to completion of the twelfth {12th} grade.
- Ten (10) years of responsible work experience in performing maintenance and repair work on automotive and/or diesel-powered equipment or three years at a level comparable to a Mechanic III in Trinity County.

Licenses and Certifications:

Possession of a California Class "B" driver's license with a tank vehicle endorsement and satisfactory driving record. Ability to pass required physical and substance abuse testing.

Special Characteristics

- Incumbents possessing and maintaining a Class "A" California Driver's License with Air Brake, Tank Vehicle and/or Hazmat endorsements will receive a stipend determined through a collective bargaining process.
- Incumbents are expected to provide their own tools and locking toolboxes based on the receipt of a tool allowance and insured by County provided insurance determined through a collective bargaining process.

PHYSICAL DEMANDS

Must possess mobility to work in and around a standard shop setting, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools, equipment, and machinery; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment or assistance.

ENVIRONMENTAL ELEMENTS

Employees primarily work in the centralized maintenance shop and occasionally in the field and are exposed to loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, as well as cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with members of the

Mechanic, Lead

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



SEPTEMBER 2021
FLSA: NON-EXEMPT
UNIT: SKILLED TRADES

MECHANIC I/II/III

DEFINITION

Under immediate (Mechanic I) to general (Mechanic II) or minimal (Mechanic III) supervision, performs preventive maintenance, skilled repairs and outfitting of a wide variety of County vehicles, transit vehicles, and light-to-heavy duty trucks and equipment; ensures that all vehicles and equipment are in safe and operational condition; observes safe work methods and makes appropriate use of related safety equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Mechanic I) to general (Mechanic II) or minimal (Mechanic III) supervision from the Lead Mechanic or Equipment Shop Foreman. Exercises no direct supervision over staff, but may occasionally direct lower-level Mechanics in the performance of their duties.

CLASS CHARACTERISTICS

Mechanic I: This is the entry-level in the Mechanic series. Initially under supervision, incumbents perform simpler repairs and preventive maintenance, and learn to perform more complex and difficult repairs and maintenance. Positions at this level usually perform some to most of the duties required of the positions at the II level, but incumbents 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 or directed by higher level Mechanics while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As more experience is gained, assignments become more varied and are performed with greater independence.

Mechanic II: This is the first journey-level in the Mechanic classification series, responsible for performing the a greater range of mechanical, electrical, hydraulic, pneumatic, gasoline, and diesel repair and maintenance required for County vehicles, and equipment. Incumbents are expected to more work independently and exercise judgment and initiative. Positions at this level receive only general instruction or assistance as new or unusual situations arise and are expected to become fully aware of the operating procedures and policies of the work unit. Positions at this level are distinguished from the Mechanic I by the performance of a greater range of duties as assigned, working more independently, and exercising judgment and initiative. This class is distinguished from the Mechanic III level in that the latter is expected to provide the full range of Mechanic duties with only minimal supervision.

Mechanic III: This is the advanced journey-level in the Mechanic Classification series, responsible for performing the full range of mechanical, electrical, hydraulic, pneumatic, gasoline, and diesel repair and maintenance required for County vehicles and equipment. Incumbents are expected to work independently and exercise full judgment and initiative. Positions at this level only receive occasional instruction as incumbents are expected to be fully aware of the operating procedures and policies of the

work unit. Positions at this level are distinguished from the Mechanic II position by the performance of the full range of duties, working independently, and exercising judgment and initiative in the performance of assigned duties. This class is distinguished from the Lead Mechanic and Equipment Shop Supervisor positions in that the latter positions lead or supervise the work unit rather than the occasional direction of lower level Mechanics in the performance of their duties.

These positions in the Mechanic class series are flexibly staffed and positions at the higher Mechanic levels are normally filled by advancement from the lower Mechanic level; progression to the higher Mechanic levels is subject to (i) the incumbent meeting the minimum qualifications for the classification including any required certifications; (ii) satisfactory work performance; (iii) management affirmation that the incumbent is performing the full range of duties assigned to the class; and (iv) management approval for progression to the higher Mechanic level.

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.

Positions at the Mechanic I and II levels may perform some of these duties in a learning capacity.

- Inspects, diagnoses, and locates mechanical difficulties on County automobiles, trucks, transit vehicles, and a variety of diesel, gasoline, electric, and natural gas-powered maintenance and construction equipment.
- Overhauls, repairs, and adjusts engines, transmissions, differentials, and clutches; tunes up engines; diagnoses fuel injection problems; replaces ignition parts; cleans and adjusts carburetors.
- Replaces or repairs faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment on County vehicles and off-road equipment.
- Ensures that all vehicles and equipment are in safe and operational condition; makes emergency roadside vehicle and equipment repairs; performs on-site field repairs to stationary or disabled equipment.
- Performs electric and oxy-acetylene welding in the fabricating and repair of equipment, structures, tools, and other related parts; designs, lays out, and fabricates equipment parts; rebuilds broken equipment and parts as necessary.
- Adjusts, repairs, replaces, and rebuilds carburetors, fuel injection systems, and other fuel system components.
- Installs, troubleshoots, adjusts, replaces, repairs, and rewires electrical components such as ignition, signals, lights and electrical controls, including computer-controlled components.
- Repairs and rebuilds hydraulic and pneumatic apparatus such as backhoes, loaders, booms, and lifts.
- Adjusts and repairs or rebuilds drum and disk braking systems, valves, master cylinders, and pneumatic or other hydraulic controls.
- Repairs and replaces suspension and steering components.
- Adjusts, repairs, overhauls, and prepares for job shop automatic and manual transmissions, differentials, transfer cases, power take off drives, clutches, and related drivetrain components.
- Repairs and maintains hand-held and walk-behind power equipment.
- Performs limited body and frame repair.
- Assists other maintenance and mechanical personnel in the performance of complex or emergency duties as necessary.

- Orders materials, parts, and supplies required for maintenance and repair work; assists in stocking supplies and maintaining inventory records.
- Reads and interprets technical manuals and blueprints to facilitate installation, servicing, repair, and replacement services and activities.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment and tools at the close of the workday.
- Prepares and maintains records of work performed, time, and materials used in each project.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Positions at the Mechanic I and II levels may exercise some knowledge and skills in a learning capacity.

- Principles, practices, tools, equipment, and materials used in the maintenance and repair of automobiles, light- and heavy-duty trucks and equipment, snow removal, and other specialized equipment, including hydraulic and computer-controlled systems.
- Operating and repair characteristics of a wide variety of County owned equipment and components.
- Methods and techniques of reading and interpreting manuals and schematics associated with vehicle and equipment repair work.
- Methods and techniques of estimating time and materials needed for assigned projects.
- Principles and practices of gasoline and diesel engine maintenance and repair.
- Methods and techniques of using diagnostic equipment to determine cause of equipment malfunction.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods, materials, equipment, and tools used in routine welding and fabrication work.
- Occupational hazards and safety equipment and practices related to the work.
- Principles and procedures of record-keeping and reporting.
- Safe driving rules and practices.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

Ability to:

Positions at the Mechanic I and II levels may exercise some ability statements in a learning capacity.

- Diagnose, troubleshoot, test, repair, and perform preventive maintenance work on automotive, transit, construction, and maintenance equipment and systems.
- Perform skilled electrical, welding, and mechanical maintenance, repair, and installation work.
- Read and interpret hydraulic and electrical schematics and fabrication blueprints.

- Correctly interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
- Operate computerized diagnostic equipment.
- Operate welding equipment and a variety of power tools.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Follow department policies and procedures related to assigned duties.
- Make accurate arithmetic calculations.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Mechanic I/II/III: Equivalent to completion of the twelfth (12th) grade.

Mechanic I: Two (2) years of responsible work experience in performing apprentice level maintenance and repair work on automotive and/or diesel-powered equipment.

Mechanic II: Five (5) years of responsible work experience in performing maintenance and repair work on automotive and/or diesel-powered equipment or three (3) years at a level equivalent to a Mechanic I in Trinity County.

Mechanic III: Eight (8) years of responsible work experience in performing maintenance and repair work on automotive and/or diesel-powered equipment or three (3) years at a level equivalent to a Mechanic II in Trinity County.

Licenses and Certifications:

Mechanic I:

- Possessions and maintenance of a valid California driver's license and a satisfactory driving record. Ability to pass required physicals and substance abuse testing.

Mechanic II/III: (in addition to the above):

- Possession of a California Class “B” driver's license with a tank vehicle endorsement and a satisfactory driving record. Ability to pass required physicals and substance abuse testing.

Special Characteristics

- Incumbents possessing and maintaining a Class “A” California Driver’s License with Air Brake, Tank Vehicle and/or Hazmat endorsements will receive a stipend determined through a collective bargaining process.
- Incumbents are expected to provide their own tools and locking toolboxes based on the receipt of a tool allowance and insured by County provided insurance as determined through a collective bargaining process.

PHYSICAL DEMANDS

Must possess mobility to work in and around a standard shop setting, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools, equipment, and machinery; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment or assistance.

ENVIRONMENTAL ELEMENTS

Employees primarily work in the centralized maintenance shop and occasionally in the field and are exposed to loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, as well as cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.



SEPTEMBER 2021
FLSA: NON-EXEMPT
UNIT: SKILLED TRADES

PARTS & SERVICE TECHNICIAN I/II

DEFINITION

Under direct to general supervision, purchases, receives, and organizes automotive, truck, and equipment parts, road maintenance and construction materials, and general supplies; maintains warehouse; completes and maintains a variety of records involved in Department of Transportation and County vehicle operations, including inventories, databases, and the procurement and distribution of parts and supplies; maintains and tracks fuel inventory; answers incoming telephone calls and direct calls to proper staff; performs general clerical duties in support of the Division; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct to general supervision from Parts and Service Technician II or other higher level management and supervisory staff. No supervision of staff is exercised by the Parts and Service Technician I class.

CLASS CHARACTERISTICS

Parts and Service Technician, I: This is an entry-level class responsible for ordering, receiving, and maintain the inventory of parts, materials, and supplies required to maintain the County's vehicles and equipment. Incumbents are expected to work independently and exercise judgment and initiative as they gain experience in the position. Positions at this level receive direct to general instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. The class is distinguished from the Mechanic Series by its primary responsibility to perform duties of a logistical support and administrative nature within the centralized maintenance shop and warehouse. This position is distinguished from Parts and Service Technician II in that the latter perform a broader range of duties, requiring previous experience as a Parts and Service Technician.

Parts and Service Technician, II: This is the journey-level class responsible for ordering, receiving, and maintain the inventory of parts materials, and supplies required to maintain the County's vehicles and equipment. Incumbents are expected to work independently and exercise judgment and initiative in the writing of work orders for all vehicles, including estimates and authorizations. 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 Parts and Service Technician I level by its primary responsibility to manage the duties of a logistical support and administrative nature within the centralized maintenance shop and warehouse, including review and maintenance of all appropriate inventory, parts or service ordering, and the issuance of proper work orders.

These positions in the Parts and Service Technician class series are flexibly staffed and positions at the

Parts and Service Technician I level are normally filled by advancement from the Parts and Service Technician II level; progression to the Parts and Service Technician II level is subject to (i) the incumbent meeting the minimum qualifications for the classification including any required certifications; (ii) satisfactory work performance; (iii) management affirmation that the incumbent is performing the full range of duties assigned to the class; and (iv) management approval for progression to the Parts and Service Technician II level.

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.

Incumbents at the Parts and Service Technician I level may exercise some of these functions in a learning capacity.

- Orders parts, materials, and supplies used in the repair of motor vehicles and equipment, road maintenance and construction, and general operations.
- Conducts physical inventories on parts, materials, and supplies, and maintains and tracks inventory, including purchase of special-order supplies.
- Determines price and availability of parts and supplies from vendors and prepares purchase orders; follows up on items not received from vendors.
- Verifies receipt, unloads, stores, transports, delivers, and stores parts, materials, and supplies; operates warehouse equipment to move and store inventory.
- Inspects faulty parts returned by mechanics against part warranty limits; prepares warranty claims.
- Assists with maintenance of shop as necessary (e.g. cleans and maintains parts storage areas.)
- Conducts physical inventories on fuel and orders fuel; monitors and maintains fuel pump and tanks.
- Screens calls and visitors; responds to complaints and requests for information; directs callers to appropriate County staff, and arranges appropriate service with Equipment Shop Supervisor and Mechanic personnel.
- Assists with a wide variety of general clerical duties to support divisional operations; including filing, preparing and maintain billing records, generating reports, and creating forms.
- Organizes and maintains various administrative, reference, and follow-up files; purges files as required.
- Checks and tabulates standard arithmetic or statistical data; may summarize such information and prepare periodic numerical reports.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies divisional and program policies and procedures in determining completeness of records and files.
- Gathers, assembles, updates, and distributes a variety of department specific information, forms, records, and data as requested.
- Maintains fuel inventory and charges fuel usage to appropriate budget; prepares fuel reconciliation sheets to comply with regulations.
- Assists with clerical functions as needed, including, but not limited to, make copies, collate materials; files copies of purchase orders, work requests, forms, reports, and other materials in department and/or central files.
- Issue and write work orders for all vehicles serviced.
- Complete estimates and authorization for services to be performed.

- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of inventory maintenance and storekeeping.
- Principles and practices of record keeping.
- Names and uses of parts, tools, and supplies related to automotive, truck and equipment maintenance and repair.
- County purchasing and supply ordering policies and procedures.
- Local and regional suppliers and sources for parts, tools, and supplies.
- Safe work methods and safety practices pertaining to the work.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Business arithmetic and basic statistical techniques.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for proving a high-level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

Ability to:

- Read, interpret, understand, and apply automotive specifications and parts catalogs.
- Apply store keeping principles and perform related clerical tasks.
- Respond quickly and accurately to inquiries, instructions, and requests.
- Perform accurate mathematical calculations.
- Organize, maintain, and update office databases and records systems.
- Make accurate arithmetic computations.
- Enter and retrieve data form a computer with sufficient speed an accuracy.
- File Materials alphabetically, chronologically, and numerically.
- Organized own work, and follow-up on assignments with a minimum of direction.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Parts and Service Technician, I/II: Equivalent to the completion of the twelfth (12th) grade.

Parts and Service Technician, I: One (1) year of experience involving the procurement of automotive, heavy equipment and construction materials, supplies, and parts, including work with a computerized inventory and receiving systems.

Parts and Service Technician, II: Two (2) years of experience involving supervisory experience in the procurement of automotive, heavy equipment and construction materials, supplies, and parts, including work with a computerized inventory and receiving systems, or two (2) years of experience at a level comparable to a Parts and Service Technician I in Trinity County.

Licenses and Certifications:

Possession and maintenance of a valid and current California Driver’s License and a satisfactory driving record. Ability to pass any required physical or substance abuse testing requirements.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in a standard shop setting and work with a variety of equipment parts and machinery inventory; to operate warehouse equipment; strength, stamina, and mobility to perform medium physical work; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The job involves walking and working on slippery or uneven surfaces. Incumbents in this classification bend, stoop, kneel, reach and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds and heavier weights with the use of proper equipment or assistance.

ENVIRONMENTAL ELEMENTS

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees also work in a centralized maintenance shop and may be exposed to loud noise levels, vibration, chemicals, dust, paint fumes, mechanical and/or electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and/or moving parts, and moving objects or other vehicles. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

CONTRACT NUMBER 19-198	HR
COUNTY ORIGINAL	

**MASTER MEMORANDUM OF
UNDERSTANDING
BETWEEN
THE COUNTY OF TRINITY
AND THE UNITED PUBLIC EMPLOYEES
OF CALIFORNIA FOR THE TRINITY
COUNTY SKILLED TRADES UNIT**

**July 1, 2019 through
June 30, 2025**

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ATTACHMENT (SPREADSHEET) A

Introductory Clause

The following constitutes a master agreement between the COUNTY of Trinity, a political subdivision of the State of California (COUNTY), and the United Public Employees of California (UPEC or UNION) for the Trinity County Skilled Trades Unit (STU), concerning wages, hours and other terms and conditions of employment for the STU, and shall be effective from July 1, 2019 to June 30, 2025.

PREAMBLE

WHEREAS, the COUNTY and UNION, through their respective duly appointed negotiating teams, met and conferred in good faith as defined in Section 3505 of the California Government Code, regarding wages, hours and other terms and conditions of employment; and

WHEREAS, the COUNTY and UNION have, since 1995, endeavored to maintain good faith bargaining relations; and

WHEREAS, the COUNTY and UNION entered into a binding agreement on February 1, 2013, which extended through January 31, 2014; and

WHEREAS, the COUNTY and UNION entered into a binding agreement effective from January 1, 2014 to December 31, 2016; and

WHEREAS, the COUNTY and UNION entered into a binding agreement effective from March 1, 2017 to June 30, 2018; and

WHEREAS, the COUNTY and UNION last entered into a binding agreement effective from July 1, 2018 to June 30, 2019; and

WHEREAS, the COUNTY and UNION desire to set forth in this document all terms and conditions of employment for the term of the agreement; and

WHEREAS, COUNTY and UNION agree that any benefits of this Agreement shall inure to the benefit of employees prospectively and without any retroactive application.

NOW, THEREFORE, the parties agree as follows:

ARTICLE I
DEFINITIONS

- Employer: The term "employer" or "COUNTY" as used herein shall refer to the County of Trinity.
- Union: The term "UNION" as used herein shall refer to UPEC.
- Parties: The term "Parties" as used herein shall refer to the County of Trinity and the UNION for the Skilled Trades Unit jointly.

- Employee:** The term "employee" as used herein shall mean all probationary and permanent regular part-time, full-time, and full-time/part-time employees in classifications of the unit represented by the UNION. The term "employee" does not include "extra help" employees as that term is defined by County Code.
- New Hire:** The term "new hire" as used herein shall mean persons who were not previously employed by the County of Trinity for a period of one or more consecutive years, during the five years prior to the date of reemployment.
- Union:** The term "Union" as used herein shall refer to United Public Employees of California, Local 792.
- Recognized Employee Organization:** The term "recognized employee organization" as used herein shall mean an employee organization which has been formally acknowledged by the public agency as an employee organization that represents employees of the public agency.
- Date of Ratification:** The Date of Ratification of the Agreement shall be the later date after which a representative of the UNION and COUNTY first affix a signature to the document. (i.e. if UNION member signs on August 2 and COUNTY member signs on August 3, the date of ratification of the agreement shall be August 3.)

The Parties adopt the definition of terms provided by Trinity County Personnel Ordinance, Article II, Definitions, section 2.60.100 as if fully stated herein. Those definitions shall apply when used in this Agreement.

ARTICLE II **RECOGNITION**

The COUNTY recognizes the UNION as the "Recognized Employee Organization" as defined in California Government Code Section 3501(b) for the Bargaining Unit consisting of the regular part-time, full-time, and full-time/part-time classifications as listed in Exhibit A.

ARTICLE III **RIGHTS OF PARTIES**

Section 1 - COUNTY Rights

The rights of the COUNTY include, but are not limited to, the exclusive right to determine the mission of its constituent departments, commissions and boards; set standards of service; determine the procedures and standards of selection for employment and promotion; direct its employees; take disciplinary action, relieve its employees from duty because of lack of work, or for other legitimate reasons, to maintain the efficiency of governmental operations; determine the methods, means, and personnel by which government operations are to be conducted; determine the specifications of job classifications; take all necessary action to carry out its mission in emergencies and exercise complete control and discretion over its organization and the technology of performing its work.

Section 2 - Employee Rights

Employees of the COUNTY shall have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer/employee relations including, but not limited to, wages, hours, and other terms and conditions of employment.

Employees of the COUNTY also shall have the right to refuse to join and participate in the activities of employee organizations and shall have the right to represent themselves individually in their employment relations with the COUNTY. No employee shall be interfered with, intimidated, restrained, coerced or discriminated against by the COUNTY or by any employee organization, because of his/her exercise of these rights.

Employees who are members of the UNION may terminate membership only after six months of enrollment. Termination may be effective only in the first week of January and July of each year, while employed by the COUNTY.

Section 3 - UNION Rights

The UNION shall have the following rights and responsibilities:

A. Reasonable advance written notice of any COUNTY ordinance, rule, resolution, or regulation directly relating to matters within the scope of representation proposed to be adopted by the Trinity County Board of Supervisors.

B. Reasonable use of designated COUNTY bulletin boards at COUNTY work facilities.

C. The COUNTY shall deduct dues and/or fees from employee's payroll warrants as certified by the UNION. Employees will be directed to the UNION for enrollment or withdrawal/cancellation of such dues and/or fees. The UNION shall indemnify the COUNTY for any claims made by the employee for deductions made in reliance on the UNION's certification. On an annual basis, before June 30 of each year, the UNION shall provide to the COUNTY a certified list of those for whom deductions should be made and the amounts of the deductions. The UNION shall also provide email notifications regarding certified changes in membership during the year as necessary

D. The right to represent its members before the Board of Supervisors or its authorized representatives with regard to wages, hours, and working conditions or other matters within the scope of representation, subject to the provisions of applicable Federal, State or County laws and regulations.

E. The use of COUNTY facilities for UNION activities, providing that appropriate advance arrangements are made. The granting of such use may be conditioned on appropriate charges to offset the cost of such use.

F. The right to obtain copies of meeting agendas of the Board of Supervisors at a reasonable cost.

G. Reasonable access to employee work locations for officers of the UNION and their officially designated representatives for the purpose of processing grievances or contacting members of the organization concerning business within the scope of representation. Access shall be restricted so as not to interfere with the normal operations of any department or with established safety or security requirements.

H. There shall be no discrimination because of race, creed, color, national origin, gender, sexual orientation or any other legally protected characteristics of any UNION activities allowed by law against any employee by the COUNTY or anyone employed by the COUNTY; and to the extent prohibited by applicable State and Federal law, there shall be no discrimination because of age.

I. Employee representatives of the UNION are entitled to reasonable time off without loss of compensation or other benefits when meeting and conferring with management representatives on matters within the scope of representation. This shall not be construed to entitle employees to have time off to act as a representative or steward in any discipline or grievance proceedings.

J. COUNTY shall recognize three (3) Stewards and shall provide release time for Stewards to meet with management when representing an employee. COUNTY shall not provide release time for Steward Meetings.

K. COUNTY shall distribute new member packets provided by Skilled Trades during new employee orientations.

L. It is acknowledged that nothing contained in this agreement is a waiver by the UNION of its right to meet and confer on any proposed changes by the COUNTY of any matter(s) within the scope of representation, including but not limited to, wages, hours, and other terms and conditions of employment.

Section 4 — Indemnification

A. Indemnity and Hold Harmless: UPEC fully indemnifies and holds harmless and agrees to defend the COUNTY, its officers, agents and employees acting on behalf of the COUNTY against any and all claims, demands, suits, and from liabilities of any nature which may arise out of or by reason of any action taken or not taken by the COUNTY under provisions of this Article.

ARTICLE IV
COMPENSATION AND BENEFITS

Section 1 - Incorporation of General Provisions of Trinity County Code

Except as to terms expressly provided herein, all the provisions of Article III of Chapter 2.60 of the Trinity County Code are hereby incorporated by reference.

Section 2 — Salary

A. Salary Increases:

1. Commencing July 1, 2019, and on July 1 of each year of the agreement COUNTY shall increase employees' salary as indicated on the attached spreadsheet A.

B. COUNTY may increase salaries above the levels in the agreement after notice and discussion with the UNION for recruitment, retention, or other operational reasons.

C. The provisions for salary set forth in this section shall remain in effect until June 30, 2025. The salary in effect on June 30, 2025 shall continue in effect without any increases after that date until modified by an amendment to this Agreement reached in compliance with Section 3505 of the California Government Code. County may increase salaries above the levels in the agreement after notice and discussion with the Union for recruitment, retention, or other operational reasons.

Section 3 - C.O.L.A.

All employee classifications shall receive a 1.5% Cost of Living Adjustment (C.O.L.A.) on July 1, 2021, a 1.5% C.O.L.A. on July 1, 2022, and a 1.5% C.O.L.A. on July 1, 2023.

No other C.O.L.A.'s shall be authorized during the term of this agreement.

Section 4 — Establishment of Bi-Weekly Payroll

COUNTY and UNION may meet and confer regarding a Bi-Weekly payroll during the term of this agreement.

Section 5 - Medical and Life Insurance

A. Employee Medical Insurance

Commencing with the January 2020 premiums, COUNTY shall pay 90% of the bundled premium for eligible employees at the employee only PERS Choice medical premium. Said premium to commence on the 1st of the month following the month of employment for each employee. COUNTY may change medical insurance programs during the term of this contract, and shall pay the premium for employee medical insurance with comparable coverage to PERS Choice upon change in policies. The bundled premium is the total premium of employee only PERS Choice medical insurance, plus employee only vision insurance and plus family only dental insurance. Employees recognize herein that Medical deductions are made a month in advance and Vision/Dental deductions are made in the month for which the premium applies.

SPOUSE OR REGISTERED DOMESTIC PARTNER ACCOMODATION.

Should an employee and his/her spouse or registered domestic partner both work for the County and are both eligible for County-provided health contributions, one employee may choose in writing to be added to his/her spouse's or registered domestic partner's insurance as a dependent, and the County will make a contribution to the dependent coverage that is equal to the County's contribution to the Employee-only contribution of the covered employee's plan in addition to the County's contribution to the covered employee's dependent coverage. In no event shall the total County's

contribution be greater than the actual premium needed for the level of applicable coverage. Likewise, in no event shall the total County contribution be greater than it would have been without this option being invoked.

All retirees and any employee hired prior to the date of ratification of this Agreement shall be entitled to COUNTY payment of full medical benefits at the Employee Only PERS Choice premium or other equivalent plan adopted prior to retirement. Employees hired after the date of ratification of this Agreement shall be entitled to COUNTY payment of the CalPERS statutory minimum contribution towards any elected plan adopted prior to retirement.

After the first full year of the Agreement is completed, the UNION and COUNTY agree to meet and confer to discuss the potential of offering a 401(a) plan to the employees hired after the date of ratification of the Agreement. This reopener does not apply to any other provision of this Agreement.

B. Retiree Medical Insurance

All retirees, retired or hired prior to the date of ratification, eligible for Medicare shall convert to the PERS Medicare plan and shall be entitled to COUNTY payment of full medical benefits at the Employee Only PERS Choice premium. Employees hired after the date of ratification, eligible for Medicare shall convert to the PERS Medicare plan and shall be entitled to COUNTY payment of the CalPERS statutory minimum contribution.

For covered employees hired on or prior to ratification of the MOU who retire from active County service, the retiree medical premium will be paid as follows:

- (1) The County will continue to pay the statutory minimum amount prescribed by Government Code section 22892 directly to CalPERS;
- (2) CalPERS will deduct the balance of the medical premium from the retiree's retirement payment; and
- (3) The County will concurrently reimburse the retiree the PERS Choice employee only rate, minus the statutory amount prescribed by Government Code section 22892 paid by the County directly to CalPERS.

For covered employees hired after ratification of the MOU who retire from active County service, the retiree medical premium will be paid as follows:

- (1) The County will continue to pay the statutory minimum amount prescribed by Government Code section 22892 directly to CalPERS; and
- (2) CalPERS will deduct the balance of the medical premium from the retiree's retirement payment.

The provisions in subsection (B) shall only take effect if ALL Trinity County Bargaining Units agree to these provisions being implemented. In addition, COUNTY shall provide notice of the proposed changes to CalPERS by November 1st in the year preceding the

proposed change.

C. Employee Life Insurance Coverage

COUNTY shall pay the entire premium for employees' life insurance with \$25,000 coverage, employee only VSP vision insurance coverage and family dental insurance coverage with Delta Dental. Said premiums to commence on the 1ST of the month after each employee has completed six (6) months of employment. COUNTY may change insurance providers during the term of this agreement provided the benefits provided are equal to those currently in effect.

D. Commencing July 1, 2019 through June 30, 2025, any employee hired prior to July 1, 2019 who is eligible and elects not to participate in the COUNTY's medical, dental and/or vision benefits, shall be entitled to the COUNTY's cost, up to the maximum contribution to a member's qualified deferred compensation account, flexible benefit plan or as a cash payment of not more than seven hundred dollars (\$700.00). Cash payments shall be reduced by applicable payroll deductions.

After July 1, 2025, any employee hired prior to July 1, 2019, who is eligible and elects not to participate in the COUNTY's medical, dental and/or vision benefits, shall be entitled to the COUNTY's cost, up to the maximum contribution to a member's qualified deferred compensation account of not more than seven hundred dollars (\$700.00).

Commencing July 1, 2019, employees hired after July 1, 2019, are not eligible for the contribution to a deferred compensation account, flexible benefit plan or cash payment opt-out options above.

E. Total County Medical Contribution Cap

Notwithstanding the foregoing, COUNTY contributions for medical, dental, and vision insurance shall be capped at a total cost to COUNTY of \$850.00 per month. Employees shall be responsible for any future increases in medical, dental or vision insurance costs above the \$850.00 cap, except that, upon retirement, employees hired prior to ratification of this Agreement shall be entitled to PERS Choice employee only full medical benefits, as stated in Article IV, section 5, subsections (A) and (B).

Section 6 — Flexible Benefit Plan

COUNTY shall provide a flexible benefit plan for each employee. It is the intent of the parties that the plan conforms with the requirements of Section 125 of the Internal Revenue Code and regulations issued pursuant thereto. A copy may be obtained from COUNTY Personnel Department and is incorporated herein by reference.

Section 7— Retirement Plans and Contributions

A. The California Public Employee Retirement System (CalPERS) Pension Plan is designated as the COUNTY's primary plan for the employees. The COUNTY shall provide retirement through the Public Employees Retirement System (PERS) for current employees using PERS formula 2.5% @ 55. Employees shall pay the entire employee contribution commencing July 1, 2015. Effective July 1, 2015 and in recognition of employee's assumption of 2% of employee contribution in 2014 and 5% of employee contribution commencing July 1, 2015. COUNTY shall provide a 7% increase in salary

to compensate for reductions due to increased PERS contributions.

B. All new hires, unless exempted under the Public Employee's Pension Reform Act of 2013 shall be employed under the formula for miscellaneous employees, 2.0% at 62.

C. COUNTY shall implement Section 21548 Pre-Retirement Optional Settlement 2 Death Benefit under conditions mandated by CalPERS.

D. The Laborers International Union of North America (LIUNA) Industrial Pension Plan is designated as the supplemental plan and shall not impact any employee's CalPERS benefits.

1. In the event an employee's combined benefits exceed the IRS Section 415 limits, benefits under the LIUNA Supplemental Plan shall be reduced, but not below zero, to the extent necessary to satisfy section 415, before adjustments to benefits under CalPERS are made.

The COUNTY shall make contributions to the LIUNA Industrial Pension Fund in the amount of \$1.51 per hour for each full-time employee commencing with date of employment. Part-time employees shall receive a prorated amount to be reported to the Fund in such manner stipulated by the Fund to keep the hourly pension benefit amount identical as that for full-time employees. An exception to the foregoing shall be full time employees regularly assigned to a 12-hour scheduled (three 12 hour shifts per week) who shall be considered full time. All full time employees shall receive a \$1.51 per hour contribution for fiscal year 19-20, and \$1.67 for fiscal year 20-21 and beyond respectively. Contributions shall be made only for regular employees, not for extra help, or similar positions. During the term of this agreement, the COUNTY reserves the right to increase the COUNTY contribution based on LIUNA requirements.

2. In the event that the contributions required by LIUNA to the plan exceed the amount of the contributions required to be paid by the COUNTY under this MOU, the UNION and UPEC shall save and hold harmless the COUNTY from all claims and demands of LIUNA from said demands in excess of the amount required under this MOU, and shall save and hold harmless the COUNTY from all claims and demands of LIUNA from said demands in excess of the amount required under this MOU, and shall defend any action and pay all attorney's fees required in defense of any claims or action arising out of said demand for additional sums.

E. It is further agreed that all obligations to make payments to LIUNA above the current COUNTY contributions shall be borne by employees, including payments as now exist or increased amounts which may be imposed in the future for rehabilitation plans imposed, plan restructuring, election of "preferred" benefits under the current Rehabilitation Plan or any other reason. However, COUNTY shall increase its obligation as defined in Section 6F. Funded contributions may be made to a pension plan pretax, provided such contribution is permitted under the law and that it is at no cost to the COUNTY other than normal payroll processing costs. A letter ruling from the IRS or similar documentation satisfactory to the COUNTY shall be provided by the Union before pretax contributions shall be made.

F. COUNTY shall elect the "preferred" payment option, if available, and COUNTY shall increase COUNTY contributions not to exceed one-half (50%) of the additional payment obligation under the "preferred" rehabilitation plan.

G. Parties agree to construct a "side letter" amendment to this Agreement if needed to comply with Pension Plan requirements.

H. After the first full year of the Agreement is completed, the UNION and COUNTY agree to meet and confer to discuss removal of the indemnification clauses under this section only.

Section 8 - Conversion of Sick Leave to Retirement Credit or Pay-off of Remaining

A. Employees who were employed by the COUNTY as of March 19, 1996, and who have a minimum of ten (10) years of continuous service at the time of separation in good standing from COUNTY employment, shall have the option to be compensated for unused sick hours up to a maximum of 50% of 960 hours and conversion of any remaining hours to PERS retirement; or to convert all unused sick hours to PERS retirement; or any combination thereof.

B. Employees hired after March 19, 1996, shall not have the option of sick leave payoff, but, along with all other current employees, shall have the option of converting all available sick leave hours at the time of retirement from COUNTY service to PERS retirement credit in accordance with Section 29862.8 of the CalPERS Credit for Unused sick Leave.

Section 9 - Reimbursement for Tuition

With prior approval by the Department Head and HR Director, and subsequent to satisfactory completion of a course relating to management or the employee's department, the Employee may submit a claim for reimbursement of tuition and instructional materials. Said reimbursement shall not exceed five hundred dollars (\$500.00) per employee per fiscal year. In the event the approved course is scheduled during the employees' regular work hours, the Department Head may recommend release time for the class provided that, in the Department Head's view, the time off does not unreasonably impact the discharge of the department's duties, functions and/or activities.

Section 10— Y-Rates

Employees occupying certain classifications may have been, or will be during the term of this Agreement, Y-rated. Employees designated for Y-rating shall be given no salary increases in any form including cost of living adjustments until such time as the Y-rates are removed through adjustment to the compensation plan.

Section 11 — Call Back Minimum

Employees who are called back to work at a time they are not scheduled to work shall receive a two (2) hour minimum. The two (2) hour minimum shall not be applicable in the case of an employee called back to work less than two (2) hours from the beginning of the employee's regularly scheduled shift and the time the employee was called out, the employee shall be provided compensation from that time the employee was called out and the beginning of the regular work shift. Compensation for the call back after a shift has been completed shall only take place when an employee is called back after substantially having left the work site.

Section 12— Shift Differential

A. Swing Shifts. Employees who work second (evening) shifts shall receive an additional twenty-five cents (\$.25) per hour compensation. To be eligible for such shift differential, at least fifty percent (50%) of the employee's schedule of regular hours must be after 4:00 p.m. and prior to 12:00 midnight.

B. Night Shifts. Employees who work third (night) shifts shall receive an additional fifty cents (\$.50) per hour compensation. To be eligible for such shift differential, at least fifty percent (50%) of the employee's schedule of regular hours must be after 12:00 midnight and prior to 8:00 a.m.

Section 13 — Standby/On-Call Compensation

In recognition of the U.S. Department of Transportation restrictions placed on employees occupying safety sensitive positions, COUNTY agrees that in storm situations, such employees shall not be expected to volunteer for informal on-call status but will instead be placed on formal standby/on-call status when the need exists. Employees placed on formal standby/on-call status shall be compensated at the rate of Two Dollars and Fifty Cents (\$2.50) per hour. Employees assigned standby/on-call who are called to work at a time when they are not scheduled to work shall be compensated at their regular rate, or at overtime rates, whichever is applicable under the current COUNTY policy for each half hour or major fraction thereof, provided that compensation shall be for a two (2) hour minimum as outlined in Article IV, Section 10 of this Memorandum of Understanding.

Section 14 — Tool Allowance

Employees occupying the classification of Mechanic I, II, III, or Equipment Shop Supervisor shall be provided a tool allowance of Eight Hundred Fifty Dollars (\$850.00) per year paid in semi-annual payments in June and December for replacement of tools and equipment required to perform their jobs. Said allowance to increase at the rate of \$50.00 per year commencing January 1, 2020, to a maximum of \$1,000 per year.

On June 30 of each year, commencing on June 30, 2020, Employees shall provide an annual list of tools to Risk Management which includes the brand, item, description, and serial number (if applicable) of each tool.

COUNTY shall provide tool insurance for employees occupying the classification of Mechanic I, II or III, and Equipment Shop Supervisor insuring against theft, fire and flood of their personal tools required by COUNTY to perform job duties. Claims for losses under this provision shall be according to procedure established by the County Risk Management and shall require a law enforcement report or incident log for any loss claimed.

Section 15 — Clothing Allowance

A. In September of each year, COUNTY agrees to provide five (5) shirts per year to each employee.

B. In December of each year, COUNTY agrees to provide reimbursement of One Hundred Fifty Dollars (\$150.00) per year for purchase of boots.

Section 16 — Commercial Driver's License Incentive

A. COUNTY agrees to pay the Department of Motor Vehicle fee for registration costs for those employees obtaining or renewing a Commercial Driver's License.

B. COUNTY agrees to pay the total cost for DMV Commercial driver's license physical examinations through the County's contracted physicians, or if an employee chooses to use their personal physician, employee will be reimbursed only up to the highest value of the County's physician rate.

C. In addition, COUNTY agrees to provide an additional twenty-five cents (\$.25) per hour incentive for obtaining and/or maintaining a California Class A Driver's License for those employees occupying the classifications for Road Superintendent, Road Maintenance Worker I, II, III, IV, Road Maintenance Lead Worker I, II, Assistant Road Crew Supervisor I, II, Road Maintenance Crew Supervisor II, III, Mechanic I, II, III, Equipment Shop Supervisor, Storekeeper and Storekeeper Sr.

ARTICLE V
LEAVE

Section 1 — General Provisions

Except as expressly provided herein, the provisions of Article IX, Chapter 2.60 of the Trinity County Code are incorporated by reference.

Section 2 - Compensatory Time

The compensatory time carry-over as provided in the Trinity County Code Chapter 2.60, Article IX, Section 5.80, subsection E, shall be 120 hours from one fiscal year to the next, if the employee notifies the Auditor by the 15th of June. Cash payout for compensatory time off is limited to 20 hours per fiscal year per employee.

Section 3 - Holiday Leave

To earn holiday pay an employee must work the day before and the day after, if scheduled, unless on pre-approved vacation, using pre-approved compensatory time or using sick leave (the Department Head may deny sick pay pending proof of illness).

The Holiday Leave as provided in the Trinity County Code Chapter 2.60, Article IX, Section 2.60.530, subsection A, shall include December 24 (Christmas Eve).

The Holiday Leave as provided in the Trinity County Code Chapter 2.60, Article IX, Section 2.60.530, subsection B, shall be modified as follows:

B. When a holiday as defined in this section falls on a Saturday, the preceding Friday shall be observed as a holiday. When a holiday as defined in this section falls on a Sunday, the following Monday shall be observed as a holiday.

When December 24 falls on a Friday it shall be observed on the preceding Thursday.

When December 24 falls on a Sunday it shall be observed on the preceding Friday.

ARTICLE VI **HOURS OF WORK AND OVERTIME**

Section 1 -Incorporation of COUNTY Code

Unless expressly provided herein, all the provisions of Article I of chapter 2.60 of the Trinity County Code are hereby incorporated by reference.

Section 2 — Schedules

The Department Head may assign a flexible work schedule to accommodate seasonal workload. Regular full-time hours shall consist of 80 hours every 2 weeks and 104 holiday hours per year.

Section 3 — Effect of Sick Leave, Vacation Time and Compensatory Time on Overtime

Overtime at time and one-half and/or Compensatory Time at time and one-half shall be earned only after an employee has actually worked 40 hours in a workweek. Vacation time, personal leave, compensatory time taken, holiday time, and/or sick leave will not count toward the overtime calculation. The exception to this section is a Skilled Trades Unit employee asked to work beyond the end of his scheduled shift or called back from a scheduled day off or approved leave, with Department Head approval, will receive time and a half for the day called back or for the hours worked beyond the end of his scheduled shift.

Section 4 – Election of Compensatory Time Off

In the event that overtime is authorized, an employee may decide to take payment at a rate of one and one-half hours for each hour worked or compensatory time off at a rate of one and one-half hours for each hour worked; provided, however, that if sufficient funds are not available in a department, the employee may be requested to work for compensatory time only. If funds are restricted and cannot be used for compensatory time, the Department will solicit volunteers prior to requiring employees to work overtime.

ARTICLE VII **RECRUITMENT, APPLICATION AND SELECTION FOR EMPLOYMENT**

Section 1 – Incorporation of COUNTY Code

Except as to terms expressly provided herein, all the provisions of Article III of Chapter 2.60 of the Trinity County Code are hereby incorporated by reference.

Section 2 – AB 119 Compliance

A. New Employee Orientation

This section shall apply to employees hired after the date of this Agreement who are appointed to a classification within the bargaining unit for which the Union is the exclusively recognized employee organization.

New employee orientation shall occur within thirty (30) days of an employee's hire. The Union will be provided not less than ten (10) calendar days' notice in advance of the time, date and location of the orientation. The Union will be given up to thirty (30) minutes as part of the orientation to present Union membership information.

Attendance of the new employee at the Union portion of the orientation is mandatory. Management representatives will excuse themselves during the Union portion of the orientation. Employee representatives conducting orientation shall be granted paid release to do so, including reasonable travel time if needed.

B. Information Provided to Union

The Employer will provide the Union a digital file via email to the email address designated by the Union containing the following information:

- Name.
- Job title.
- Department.
- Work location.
- Work, home and personal cellular telephone numbers.
- Personal email addresses on file with the Employer.
- Home address.

Such information will be provided as follows:

1. For new hires:
 - Within thirty (30) days of the date of hire.
2. Regularly, for all bargaining unit employees:
 - Quarterly effective October 1, 2017.

Notwithstanding the foregoing, limited to the express purpose of AB 119 requirements only, an employee may opt out via written request to the Employer (copy to the Union) to direct the Employer to withhold disclosure of the employee's:

- Home address.
- Home telephone number.
- Personal cellular telephone number.
- Personal email address.
- Birth date.

ARTICLE VIII
DISCIPLINARY AND GRIEVANCE PROCEDURES

Except as provided in Government Code section 3300 through 3311, all provisions of Article X, section 2.60.610 through 2.60.620 of Chapter 2.60 are hereby incorporated by reference.

An employee shall, with prior approval from their Department Head, be allowed a reasonable amount of time, as determined by their Department Head, to prepare a grievance or disciplinary appeal.

ARTICLE IX
GENERAL PROVISIONS

Section 1 —No Strike Clause

UNION agrees that under no circumstances will UNION recommend, encourage, cause or permit its members to initiate, participate in, nor will any member of the UNION take part in, any strike, sit-down, stay-in, sick-out, slow-down, nor to picket in such a manner as to block the entrances to COUNTY buildings, nor to picket with signs dealing with matters agreed to in the current Memorandum of Understanding in any office or department of the Employer, nor to curtail any operation of the COUNTY during the period in which the Parties are meeting and conferring on a successive Memorandum of Understanding, until such time as impasse has been declared and mediation attempts have failed (hereinafter referred to as work stoppage). In the event of any work stoppage, during the term of this Agreement or prior to the declaration of impasse and the failure of mediation attempts, by any member of the UNION, the Employer shall not be required to negotiate on the merits of any dispute which may have given rise to such work stoppage until the work stoppage has ceased.

Section 2 — Violation of Work Stoppage Provision

In the event of any work stoppage during the term of this Memorandum of Understanding whether by the UNION or by any member of the UNION, the UNION, or by its officers, shall immediately declare in writing and publicize to the membership that such work stoppage is a violation of the Memorandum of Understanding and unauthorized, and further direct its members in writing to cease said conduct and resume work. Copies of such written notice shall be served upon the employer. In the event of any work stoppage which the UNION has not authorized, permitted or encourage, UNION shall not be liable for any damages caused by the violation of this provision.

Section 3 – Per Diem Rates

Per Diem shall be granted in accordance with Trinity County Code Section 2.60, Article XII – Travel Policy.

Section 2.60.770 – Travel Reimbursement shall be modified as follows

D. Meal & Incidental Reimbursement

In order to be eligible for breakfast reimbursement, an employee must leave at least two hours before their regular work time. In order to be eligible for dinner reimbursement, an employee

must arrive at their worksite or home at least two hours after their regular work time. An employee eligible for two or three meals on the same day may claim reimbursement for the combined total of each eligible meal (fifty or sixty-five dollars) regardless of the actual number of meals eaten. However, employees shall not be eligible for reimbursement for meals that are included in the cost of any registration fee.

2. Meal reimbursements for overnight travel in excess of 24 hours shall be at \$50.00 per day for travel within the following counties:

Alpine	Lake	Shasta
Amador	Lassen	Solano
Butte	Madera	Stanislaus
Calaveras	Merced	Sutter
Colusa	Modoc	Tehama
Del Norte	Plumas	Trinity
El Dorado	San Benito	Tuolumne
Glenn	Sierra	Yuba
Imperial	Siskiyou	

3. Meal reimbursements for overnight travel in excess of 24 hours shall be at \$65.00 per day for travel within the following counties:

Alameda	Mono	San Joaquin
Contra Costa	Monterey	San Luis Obispo
Fresno	Napa	San Mateo
Humboldt	Nevada	Santa Barbara
Inyo	Orange	Santa Clara
Kern	Placer	Santa Cruz
Kings	Riverside	Sonoma
Los Angeles	Sacramento	Tulare
Marin	San Bernardino	Ventura
Mariposa	San Diego	Yolo
Mendocino	San Francisco	

Per-diem localities with county definitions shall include “all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties”.

4. Meal reimbursement shall be at \$65.00 per day for overnight travel outside of the State of California

5. Employees shall not be eligible for reimbursement for meals that are included in the cost of any registration fee (Continental Breakfasts not included). If an employee needs to deduct a meal amount, first determine the location where you will be working on official travel. Find the corresponding amount on the first column of the table (M&IE Total) and then look across

that row for each specific meal deduction amount.

Total	Continental Breakfast/ Breakfast	Lunch	Dinner
\$50.00	\$12.00	\$15.00	\$23.00
\$65.00	\$15.00	\$20.00	\$30.00

All other provisions of Section 2.60 not in conflict with the language of this MOU shall remain unchanged.

Section 4 - Entire Agreement

This is the entire agreement between the parties and sets forth all terms and conditions relating to the respective rights of the parties and supersedes all prior agreements.

Section 5 - Savings Clause

If any Item or Section of this Agreement should be found invalid, unlawful, or unenforceable by reason of any existing or subsequent enacted legislation or by judicial authority, all other Items and Sections of this Agreement shall remain in full force and effect for the duration of this Agreement. In the event of invalidation of any Item or Section, the COUNTY and the UNION agree to meet within thirty (30) days for the purpose of renegotiating said Item or Section.

Section 6 - Amendments

The parties may mutually agree to meet and confer on any subject at any time. Any amendment or modification to this Agreement shall be in writing and shall not be effective unless and until signed by the authorized representatives of the parties to this Memorandum.

The parties are not required to meet and confer on any changes to exhibits and appendices which changes are not covered by the Myers Milias-Brown Act.

Section 7 - Compliance with Memorandum

In the event of any violation of the terms of this memorandum, responsible and authorized representatives of the UNION or the employer, or any individual department head, as the case may be, shall promptly take such affirmative action as is within their power to correct and terminate such violation for the purpose of bringing such un-authorized persons into compliance with the terms of this Memorandum. Individuals acting or conducting themselves in violation of the terms of this memorandum shall be subject to discipline up to and including discharge. The employer shall enforce the terms of this Memorandum on the part of its supervisory personnel; the UNION shall enforce the terms of this Memorandum on the part of its members.

Section 8 — Incorporation of County Code

Except as to terms expressly provided herein, all the provisions of articles I through XV of Chapter 2.60 of the Trinity County Code are herein incorporated by reference.

Section 9 — Classification and Compensation Study Issues

If on the date of ratification of this MOU, classification changes have not been approved by the UNION and COUNTY, the COUNTY and UNION agree to meet and confer to discuss classification changes as recommended by Koff and Associates and further agree that these classification changes should not delay implementation of the other terms of this MOU as have been agreed to herein.

Section 10 — Signature Clause

**UNITED PUBLIC EMPLOYEES OF
CALIFORNIA,
LOCAL 792 – TRINITY COUNTY
SKILLED TRADES UNIT**

COUNTY OF TRINITY

Ron Copeland 12/5/19
Ron Copeland - Negotiator Date

Sophia Meyer 12-5-19
Sophia R. Meyer,
Dep. County Counsel
County Negotiator Date

[Signature] 12-3-2019
Scott McAllister – Team Member Date

Susie Clayton 12-3-19
Susie Clayton – Team Member Date

[Signature] 11-27-19
Shelly Nelson,
Director of HR
County Negotiator Date

Jonathan Fargo 12-6-19
Jonathan Fargo – Team Member Date

ADOPTED:

Judy Morris 11/19/2019
Judy Morris, CHAIRMAN of the Board of
Supervisors, County of Trinity, State of
California Date

APPROVED AS TO FORM:

[Signature] 11/19/2019
MARGARET LONG, County Counsel Date
County of Trinity

ATTEST:

Tina Duong 11/19/2019
TINA DUONG, Deputy Clerk of the Board of
Supervisors of the County of Trinity Date

EXHIBIT A
RECOGNITION — SKILLED TRADES

TITLE

Assistant Road Crew Supervisor I
Assistant Road Crew Supervisor II
Engineer, Assistant
Engineer, Junior
Engineer, Senior
Engineering Aide
Engineering Associate I
Engineering Associate II
Engineering Technician I
Engineering Technician II
Engineering Technician III
Environmental Compliance Specialist
Environmental Compliance Specialist Senior
Equipment Shop Supervisor
Mechanic Apprentice
Mechanic I
Mechanic II
Mechanic III
Road Maintenance Crew Supervisor III
Road Maintenance Crew Supervisor II
Road Maintenance Lead Worker II
Road Maintenance Worker I
Road Maintenance Worker II
Road Maintenance Worker III
Road Maintenance Worker IV
Road Maintenance Lead Worker I
Road Maintenance Lead Worker II
Senior Engineering Aide
Senior Traffic Aide
Storekeeper
Storekeeper, Senior
Traffic Aide
Transportation Planning Technician
Transportation Planning Assistant
Transportation Planning Associate
Transportation Planner, Senior

Skilled Trades Unit

Attachment A

