

## **Staff Report**

**Subject:** Approval and publication of two new job descriptions for Facilities Maintenance.

**Author:** Sarah Mausolf, Director

**Department:** Human Resource Services

**Meeting Date:** June 3, 2025

**Item Description:** Approval and publication of two new job descriptions for Facilities Maintenance.

**Summary Recommendation:** Staff request authorization to approve and publish two new job descriptions for Facilities Maintenance.

### **Executive Summary/Background:**

*Facilities Maintenance Worker III:* This classification aims to plan, install, maintain, service, and repair electrical components in government buildings. This position will work with a wide range of equipment, including, but not limited to, circuit breakers, transformers, switches, fuses, cables, generators, motors, and other electrical components.

*Facilities Maintenance Crew Leader:* This classification aims to plan, supervise, and direct correctional employees, including inmates, who maintain and repair County facilities. Employees in this classification supervise inmate work crews involved in preventive and routine maintenance of County facilities, equipment, and special projects, including painting, plumbing, electrical, carpentry, grounds, etc.

### **Alternatives for the Commission to Consider:**

1. Approve the job descriptions and authorize publication and distribution.
2. Disapprove of the job descriptions and guide staff.

**Recommended Alternative:** Staff recommend Alternative 1.

**Other Alternatives:** None.

**Department Review:** County Manager, Facilities Maintenance, and Human Resource Services.

**Funding Source:** None

### **Attachments:**

- 1) Facilities Maintenance Worker III Job Description
- 2) Facilities Maintenance Crew Leader Job Description