



## CLASS SPECIFICATION

### Modoc County

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CLASS CODE:	4022-001
CLASS TITLE:	<b>Auto and Equipment Mechanic-Weed Abatement Coordinator</b>
FLSA DESIGNATION:	Non-Exempt
RANGE/STEP A-F:	227 (\$3,026 - \$3,862)

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### **JOB SUMMARY:**

Maintains, repairs, and overhauls automobiles, heavy and light trucks, other vehicles, small gasoline engines, stationary and similar equipment; operates a variety of hand, power, and shop tools; coordinates field spraying activities for weed abatement during the spring and summer months; performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS & DUTIES:**

This single position class is under the supervision of the Agriculture Department and performs dual functions; journey-level automotive and equipment repair and the coordination of field spraying activities for weed abatement and control. Responsibilities require journey-level skill in the repair of automotive and related large equipment and small power tools. The spraying responsibilities take place during spring, summer, and fall months and are performed on both public and private properties. This class is distinguished from the automotive and equipment repair classes in the Road Department by the requirement for field coordination of weed abatement spraying. This is the supervisory level in the Weed Abatement Field Coordinator program. Having the day-to-day supervisory, staff scheduling, safety training, and program coordination activities.

### **EXAMPLES OF DUTIES:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.*

- Diagnoses and performs major repairs and overhauls to both gasoline and diesel engines, involving inspection and replacement of broken or worn parts such as pistons, piston rings, valves, bearing, fittings, and gaskets.
- Diagnoses and repairs clean adjust and install fuel, ignition, electrical, electronic, and cooling systems.
- Diagnoses and repairs and overhauls power transmission systems.
- Diagnoses and repairs and adjusts steering mechanisms and other controls.
- Road tests vehicles; drive trucks or equipment as required; inspects vehicles in the shop and field.

- Installs and tests electrical systems in vehicles as necessary; modifies such systems as required.
- Diagnoses, repairs and maintains vehicle air brakes, hydraulic systems, and associated power take-off equipment.
- Performs preventive maintenance work on automobiles, light and heavy trucks, and related equipment.
- Reads and interprets manuals, drawings, and specifications; estimates labor, material, and equipment and specifies parts required to complete assignments.
- Observe safe work methods and utilize safety equipment related to the work.
- Schedules and assigns state and county field crews performing weed abatement work during the spring, summer, and fall; provides daily spraying schedules and ensures that work is completed appropriately.
- Mixes and distributes chemicals for spraying to each acre; accounts for the use of such chemicals.
- Personally performs weed abatement work by spraying on public and private property, following safety requirements and specific procedures.
- Trains staff in weed abatement techniques; ensures that assigned staff follows appropriate safety procedures.
- Makes oral and written reports of work performed; completes forms and maintains accurate maintenance records.
- Uses welding equipment to fabricate and repair parts and equipment.
- Provides supervision and training for the seasonal weed sprayers.
- Provides instruction and training for mixing, loading, and applying pesticides and herbicides, as well as the identification and location of specific weed and invasive noxious weed species (including State and Federally recognized species).
- Directs activities and performs calibration, repair, fabrication of vegetation management equipment.
- Maintains weed control safety clothing, equipment, and supplies.
- Develops plans for weed eradication and control (including test plots).
- Prepares and maintains a variety of pesticide use reports, weed eradication control reports, program activity reports, maps/infestation locations/survey work reports.
- Works with other county departments/government agencies in carrying out vegetation management/operations and functions.
- Trains employees on All Terrain Vehicles (ATV).

**QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skill, and ability required to satisfactorily perform the job's essential duties and responsibilities.*

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S):**

**Knowledge of:**

- Methods, techniques, parts, tools, and materials used in the maintenance and repair of gasoline and diesel-powered automobiles, trucks, and construction equipment.
- Operation and maintenance of a wide variety of hand, power, and shop tools and equipment common to the field.
- Automotive servicing, preventive maintenance, and basic repair principles and practices.
- Weed abatement principles, practices, and chemicals used in the work.
- Safe work methods and safety regulations about the work.
- Shop mathematics.
- Basic operating principles of gasoline and diesel engines and standard and automatic transmissions.
- Recordkeeping practices.
- Basic computer applications related to the work.
- Basic job estimation and supervisory principles and practices.

**Skill in:**

- Diagnosing and repairing a wide variety of diesel and gasoline-powered vehicles and equipment.
- Operating and maintaining a variety of hand, power, and shop tools and equipment used in the work.
- Estimating necessary materials and equipment to complete assignments.
- Planning, coordinating, and implementing a variety of weed abatement functions.
- Using the hand and power tools of the work skillfully and safely.
- Preparing records and reports of work performed.
- Reading and interpreting manuals, specifications, and drawings.
- Using initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.
- Conflict resolution.

**Ability to:**

- Provide positive customer service to members of the public and serve the clients of the Modoc County Agriculture Department in a professional standard.
- Work independently with minimal supervision.
- Ability to use a smartphone.
- Ability to utilize phone and computer applications.
- Ability to use remote meeting technology.
- Ability to embrace new technology to make the workplace more efficient.
- Understand and follow oral and written instructions.

- Establish and maintain cooperative working relationships with those contacted during the course of work and with fellow employees of the Agriculture Department.

**Required to:**

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees.
- Adhere to the Modoc County Code of Safe Practices.

**Experience and Training Guidelines:**

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

**Background:**

Position requires possession of a valid California Class C driver's license.

Possess or obtain a California Pest Applicator's license.

Any combination of education and experience which provides the required knowledge and skills is acceptable; a typical way of gaining the knowledge and skills is outlined below.

Equivalent to graduation from high school and two years of journey-level experience in the maintenance and repair of vehicles and/or heavy construction equipment. Some experience in weed or pest abatement is desirable.

**PHYSICAL DEMANDS:**

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

Mobility to work in a typical shop or related maintenance setting, including operating typical trade test equipment, hand, and power tools, and standard office equipment; stamina to stand, walk and climb and to work in confined or awkward spaces for an extended period; strength to lift and maneuver materials and equipment weighing up to 70 pounds with proper equipment; vision to read printed materials and a computer screen. Hearing and speech to communicate in person or over a radio or telephone.

Ability to walk, run and maintain balance while stooping, kneeling, bending, pulling, or twisting; climb ladders and work at various heights above the ground; sit for extended periods, drive for extended lengths of time, generally up to three hours; physical ability to use a shovel; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to or over 50 pounds without assistance and lift and move objects weighing up to or over 100 pounds with assistance; corrected hearing and vision to normal range; verbal and written communication and

understanding; use and operate vegetation management vehicles; pesticide mixing, and application equipment, loading equipment, and hand tools.

Work is performed both indoors and outdoors in a wide variety of temperatures; work is often performed in remote locations; exposure to exhaust fumes, hazardous materials, liquid, and dry pesticides; exposure to poison oak, ticks, fleas, dust, pollen, and insects; must be able to wear safety equipment and clothing such as a hard hat, safety goggles/glasses, rubber/plastic gloves, rubber boots, chemical resistant clothing, and respirator; regular contact and coordination with staff and the public; landowners, private entities, and other government agencies.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**

**All county of Modoc employees are designated Disaster Service Workers through State law (California Government Code §3100-3109). Employment with Modoc County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work-related training as assigned, and to return to work as ordered in the event of an emergency.**

**FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met for status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification (PAN) form.**

*Approved through the county wide reclassification survey February 1996*

*Position reclassified and approved by the Board of Supervisors on December 14, 2021  
Effective: December 1, 2021*

**Final verified classification approved by:**

DocuSigned by:  
  
**Human Resources and Risk Manager Director**

**Approved as to form:**

DocuSigned by:  
  
**County Counsel**

**Received and filed by:**

DocuSigned by:  
  
**Clerk of the Board**