

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

January 7, 2014

A G E N D A

1. Call to order.
2. Invocation and pledge of allegiance to the flag.
3. Adoption of agenda.
4. Approval of the December 17, 2013 Regular Business Meeting minutes.
5. PUBLIC COMMENT: Citizens will be given a three (3)-minute maximum time limit to speak before the Board of Commissioners about various topics, issues, and concerns. Following thirty minutes of hearing from the public, the Board of Commissioners will allow the remainder of citizens who have signed up to be heard at the next Tuesday business meeting.
6. PROCLAMATION: “Clayton County Honors Patsy Hart as 2014 Teacher of the Year for Clayton County Public Schools” (presented by Commissioner Sonna Singleton).
7. PROCLAMATION: “Clayton County Recognizes PHI BETA SIGMA Fraternity, Inc., National Founders’ Day, January 9, 2014” (presented by Commissioner Sonna Singleton).
8. Consider requests of Theodis Locke, Director of Central Services/Risk Management. (NOTE: The entire Purchasing Ordinance for Clayton County, Georgia can be viewed on the MuniCode website. Citizens can access this website via the following website address: <http://library.municode.com/index.aspx?clientId=10562>.)

1) **Request to Sell County Surplus Items, utilizing GovDeals.com**, as requested by the Central Services Department.

The list of items is as follows:

Lot# 212	42 Flat Panel Monitors & 6 Regular Monitors
Lot# 213	40 Flat Panel Monitors & 6 Regular Monitors
Lot# 214	39 Computer Towers without Hard Drives & 9 All-in-one Towers
Lot# 215	33 Flat Panel Monitors & 6 Regular Monitors
Lot# 216	Stool, Bench, Desk, Table & Rolling Magazine Rack
Lot# 217	Two Black Metal Chairs & One Maple Metal Chair

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Lot# 218	Eight Vacuum Cleaners
Lot# 219	Six Computer Table Type Desks
Lot# 220	Three Metal Chairs
Lot# 221	Six Pieces of Exercise Equipment & One Bike
Lot# 222	38 Computer Towers without Hard Drives
Lot# 223	20 Computer Printers
Lot# 224	1 Garland Commercial Stove
Lot# 225	1 Garland Commercial Stove
Lot# 226	27 Assorted Bicycles
Lot# 227	34 Assorted Printers & Receipt Printers & 1 Fax Machine
Lot# 228	55 Computer Towers & Keyboards
Lot# 229	4 Fax Machines, 18 Printers & 7 Receipt Printers
Lot# 230	Four Dale Earnhardt, Jr. Rims
Lot# 231	Four Tires & Rims; and
Lot# 232	Four Tires & Rims

2) **RFQ iPad and iPhone Repair (as needed), Request for Written Quote Approval** (*Fix N Cell, LLC dba Fix N Cell Wireless Repair, located in Hampton, Georgia. Funding is available through the Information Technology Department's 2014 budget*), as requested by the Information Technology Department. Per Section 2-136 (4) of the Clayton County Purchasing Ordinance, the written quote method is used for all purchases from \$500.00 to \$24,999.99. Buyers are required to solicit quotations and receive written responses from vendors. All reasonable efforts will be made to obtain three written quotations for each item solicited. Awards for written quotations are given strictly on a lowest quote.

3) **Purchase of P25 Thin Clients and Monitors, State Contract, POR #00011434** (*Dell Computers; \$70,805.00. Funding is available through Information Technology's 2014 budget*), as requested by the Information Technology Department. O.C.G.A., § 50-5-100 states, "The Department of Administrative Services is authorized to permit local political subdivisions, on an optional basis, to purchase their supplies through the state." This allows the purchasing agent to utilize statewide contracts when this practice serves the best interest of Clayton County. The Clayton County Board of Commissioners makes the final award for the state contract purchases of \$35,000.00 and greater.

4) **RFB #11-22 Ethanol and Ultra Low Sulfur Diesel, Annual Contract, Second Annual Renewal, First Amendment** (*A.R. Brooks, Inc., located in Smyrna, Georgia; Mansfield Oil Company, located in Gainesville, Georgia and Petroleum Trader Corporation, located in Fort Wayne, Indiana*), as requested by the Fleet Maintenance Department. Per Section 2-136 (6) of

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the Clayton County Purchasing Ordinance, Clayton County has developed annual contracts for frequently used items and services. These contracts are a result of a sealed bid. The contract allows the county to order goods and services directly from the awarded suppliers through the use of an annual contract document.

5) **RFB #11-26 Clayton County Tree Service, Annual Contract, Second Annual Renewal, First Amendment** (*Premier Tree and Shrub Care, LLC, located in Monroe, Georgia*), as requested by the Transportation and Development Department. Per Section 2-136 (6) of the Clayton County Purchasing Ordinance, Clayton County has developed annual contracts for frequently used items and services. These contracts are a result of a sealed bid. The contract allows the county to order goods and services directly from the awarded suppliers through the use of an annual contract document.

6) **RFB #12-32 Clayton County Air Filters, Annual Contract, First Annual Renewal, Second Amendment** (*Pure Air, located in Greenwood, MS*), as requested by the Building and Maintenance Department. Per Section 2-136 (6) of the Clayton County Purchasing Ordinance, Clayton County has developed annual contracts for frequently used items and services. These contracts are a result of a sealed bid. The contract allows the county to order goods and services directly from the awarded suppliers through the use of an annual contract document.

7) **RFB #12-34 Clayton County Vehicle Equipment, Annual Contract, First Annual Renewal, Second Amendment** (*TransComm Services, Inc., located in Griffin, Georgia*), as requested by the Police Department. Per Section 2-136 (6) of the Clayton County Purchasing Ordinance, Clayton County has developed annual contracts for frequently used items and services. These contracts are a result of a sealed bid. The contract allows the county to order goods and services directly from the awarded suppliers through the use of an annual contract document.

8) **RFB #12-45 Clayton County Transportation & Development Asphalt Supply Services, Annual Contract, First Annual Renewal and Request for Price Increase, First Amendment** (*C.W. Matthews Contracting Company, located in Marietta, Georgia*), as requested by the Transportation and Development Department. Per Section 2-136 (6) of the Clayton County Purchasing Ordinance, Clayton County has developed annual contracts for frequently used items and services. These contracts are a result of a sealed bid. The contract allows the county to order goods and services directly from the awarded suppliers through the use of an annual contract document.

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9) **RFP PKG #13-21 Architectural Engineering Services for the Construction of the Clayton County Police Precinct, N.E. – Design Development Documents Approval** (*Brown Design Group, located in East Point, Georgia*). Per Section 2-136 (2) of the Clayton County Purchasing Ordinance, Clayton County utilizes the competitive sealed proposal method when the competitive sealed bid method is neither practical nor advantageous and when cost is not the primary consideration. The competitive sealed proposal method will be used when the costs of goods and services exceed \$25,000.00. The Clayton County Board of Commissioners makes the final award for all non-budgeted proposals of \$35,000.00 and greater.

10) **RFP #13-46 SPLOST Architectural/Engineering Services for the Construction of the Clayton County Animal Control Kennel** (*Pond & Company, Inc., located in Norcross, Georgia. Funding is available through the 2009 SPLOST funds*). Per Section 2-136 (2) of the Clayton County Purchasing Ordinance, Clayton County utilizes the competitive sealed proposal method when the competitive sealed bid method is neither practical nor advantageous and when cost is not the primary consideration. The competitive sealed proposal method will be used when the costs of goods and services exceed \$25,000.00. The Clayton County Board of Commissioners makes the final award for all non-budgeted proposals of \$35,000.00 and greater.

11) **RFB #13-52 Clayton County Elevator Services and Maintenance for Various County Locations, Annual Contract** (*Mowrey Elevator, located in Marianna, Florida; \$3,480.00 monthly fee*), as requested by the Building and Maintenance Department. Per Section 2-136 (6) of the Clayton County Purchasing Ordinance, Clayton County has developed annual contracts for frequently used items and services. These contracts are a result of a sealed bid. The contract allows the county to order goods and services directly from the awarded suppliers through the use of an annual contract document.

9. Consider requests of Ramona Thurman, Chief Financial Officer.  
**(See attached documentation for detailed information)**

1) Budget Amendment #2-27 – Mountain View TAD Fund/FYE 6-30-14 – to provide funds, in the amount of \$86,150.00, for consulting services and architectural services approved at the 10/15/13 Board of Commissioners' meeting.

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- 2) Budget Amendment #2-28 – Economic Development/FYE 6-3-14 – to amend in a donation, in the amount of \$1,500.00, received from Central Georgia Electric Membership Corporation approved in Resolution 2013-305.
  - 3) Budget Amendment #4-36 – Fund 307 Reimposition SPLOST/FYE 6-30-14 – to amend the budget for the Northeast Police Precinct, in the amount of \$1,163,100.00, for Design Development Document.
10. Consider a request of Renee Bright, Director of Human Resources.  
**(See attached documentation for detailed information)**
- 1) Request from Central Services to delete the Shop Foreman position (Pay Grade 23) and create one (1) Service Writer position (Pay Grade 15); to also fill the Heavy Equipment Lead Mechanic, Grade 20, via promotion from within the Heavy Equipment Mechanic Classification.
- Favorable consideration of this request will give the Fleet Maintenance Department the necessary personnel needed to keep pace with the County's preventive maintenance schedule and repairs.
- Currently, the Shop Foreman position is responsible for the front desk duties consisting of completing work orders and supervising the three (3) repair bays. The workload has grown since the position was created, and the Shop Foreman duties require a full eight (8) hours a day leaving the repair bays unsupervised. Filling the Lead Heavy Truck Mechanic position will ensure the bays are supervised. The County will promote from within and leave the position vacated unfilled.
- This request will result in a savings to the County of \$20,044.00 and will allow the Fleet Maintenance Department to perform the above-mentioned functions in an effective, efficient and productive manner.
11. Ordinance 2013-318 (*2<sup>nd</sup> Reading*) – An Ordinance adopted under the Home Rule Powers granted to Clayton County pursuant to Article IX, Section II, Paragraph I of the Constitution of the State of Georgia of 1983, amending the Clayton County Code of Ordinances; specifically, relevant sections of the Clayton County, Georgia Public Employee Retirement System.
12. Resolution 2014-01 – A Resolution providing for the designation of persons authorized to sign checks on the bank accounts of Clayton County; to authorize the Clerk to furnish the depositories of Clayton County public funds with a copy of this resolution together with the

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- required specimen signatures; to provide an effective date of this resolution; and for other purposes.
13. Resolution 2014-02 – A Resolution prescribing the depositories of public funds for Clayton County; to provide an effective date of this resolution; and for other purposes.
  14. Resolution 2014-03 – A Resolution providing for the authorization of the Chief Financial Officer to deposit Clayton County funds into the Local Government Investment Pool; to authorize the Chairman and the Chief Financial Officer to execute any document necessary to carry out the intent of this resolution; to provide an effective date of this resolution; and for other purposes.
  15. Resolution 2014-04 – A Resolution providing for the designation of persons authorized to sign checks on a bank account of Clayton County for use by the District Attorney’s Office; to authorize the Clerk to furnish the depositories of Clayton County public funds with a copy of this resolution together with the required specimen signatures; to provide an effective date of this resolution; and for other purposes.
  16. Resolution 2014-05 – A Resolution providing for the designation of the Vice-Chairman for the Board of Commissioners; to provide for the term of office of the Vice-Chairman; to provide an effective date of this resolution; and for other purposes.
  17. Ordinance 2014-06 – An Ordinance to amend the Code of Clayton County, Georgia, as amended, specifically, Code of Clayton County, Georgia, Part II, Chapter 22 “Businesses,” Article II “Occupational Licenses,” Division 2 “Taxes and Fees” by deleting the existing Section 22-47 “Occupation Tax Levied; Rate; Restrictions,” and substituting in lieu thereof a new Section 22-47 “Occupation Tax Levied; Rate; Restrictions”; to repeal conflicting laws, ordinances, and resolutions; to provide severability; to provide an effective date; and for other purposes.
  18. Resolution 2014-07 – A Resolution authorizing Clayton County to execute various documents related to the acquisition of right-of-way for the Georgia Department of Transportation State Route 54 Widening Project STP00-0164-01 (029); to authorize the Chairman to execute all necessary documents and otherwise to perform all other acts necessary to accomplish the intent of the resolution; to authorize the Chief Financial Officer to amend the budget as necessary to reflect an appropriate revenue source and expense; to provide an effective date of this resolution; and for other purposes.
  19. Resolution 2014-08 – A Resolution authorizing Clayton County to accept two (2) forfeited

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- vehicles from a Clayton County Police Department drug investigation; (one [1] silver 1995 Safari GM HC and one [1] silver 2000 Honda Accord, CP); to authorize the sale of such property in a manner as will be in the best interest of the County; to provide for the disbursal of sale proceeds; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense; to provide an effective date of this resolution; and for other purposes.
20. Resolution 2014-09 – A Resolution authorizing Clayton County to exercise its powers of Eminent Domain in accordance with provisions of Georgia Laws for the purpose of acquiring certain properties for use by the Clayton County Department of Transportation and Development for the C.W. Grant Separation Improvement Project; to authorize the Chairman to execute any documents relating thereto, and to otherwise perform all acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense; etc.
  21. Resolution 2014-10 – A Resolution authorizing Clayton County to exercise its powers of Eminent Domain in accordance with provisions of Georgia Laws for the purpose of acquiring a certain property for use by the Clayton County Department of Transportation and Development for the Rex Road Improvement Project; to authorize the Chairman to execute any documents relating thereto, and to otherwise perform all acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense; to provide an effective date of this resolution; and for other purposes.
  22. Resolution 2014-11 – A Resolution authorizing Clayton County to exercise its powers of Eminent Domain in accordance with provisions of Georgia Laws for the purpose of acquiring certain properties for use by the Clayton County Department of Transportation and Development for the Flint River Road Widening Improvement Project; to authorize the Chairman to execute any documents relating thereto, and to otherwise perform all acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense; etc.
  23. Resolution 2014-12 – A Resolution authorizing Clayton County to exercise its powers of Eminent Domain in accordance with provisions of Georgia Laws for the purpose of acquiring a certain property for use by the Clayton County Department of Transportation and Development for the Panola Road Improvement Project; to authorize the Chairman to execute any documents relating thereto, and to otherwise perform all acts necessary to accomplish the intent of this

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- resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense; etc.
24. Resolution 2014-13 – A Resolution authorizing Clayton County to exercise its powers of Eminent Domain in accordance with provisions of Georgia Laws for the purpose of acquiring a certain property for use by the Clayton County Department of Transportation and Development for the Mitchell’s Meadows Improvement Project; to authorize the Chairman to execute any documents relating thereto, and to otherwise perform all acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense; etc.
  25. Resolution 2014-14 – A Resolution authorizing Clayton County to enter into a License Agreement with Atlanta Pyrotechnics International, Inc. providing for the terms and conditions under which Firework Displays will be conducted at the Clayton County International Park; to authorize the Chairman to execute the agreement, and otherwise perform all other acts necessary to accomplish the intent of this resolution; to provide an effective date of this resolution; etc.
  26. Resolution 2014-15 – A Resolution authorizing Clayton County to accept a donation (\$1,000.00) from the Lake Spivey Golf Association on behalf of the Clayton County Senior Services Department, to be used in connection with the Meals on Wheels Program; to authorize the Chairman to accept the donation on behalf of Clayton County and to execute any documents necessary, and otherwise to perform all acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense, all as may be required; etc.
  27. Resolution 2014-16 – A Resolution authorizing Clayton County to accept grant funds (\$4,999.00) on behalf of Clayton County Senior Services from the Georgia Department of Human Services, Division of Aging Services to implement a container gardening program within Clayton County; to authorize the Chairman to execute all necessary documents, and otherwise to perform all acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget to reflect an appropriate revenue source and expense, etc.
  28. Resolution 2014-17 – A Resolution authorizing Clayton County to enter into an agreement with Lister & Holt, LLC providing for the terms and conditions under which Indigent Defense Services will be rendered to Clayton County; to authorize the Chairman to execute the agreement, and otherwise to perform all acts necessary to accomplish the intent of the resolution; to authorize the Chief Financial Officer to amend the budget where necessary to

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reflect an appropriate revenue source and expense, etc.

29. Resolution 2014-18 – A Resolution authorizing Clayton County to enter into a project agreement with Path Foundation, Inc. to update how the county-wide Greenway Trail Master Plan in Clayton County will be administered; to authorize the Chairman to execute the agreement and otherwise to perform all other acts necessary to accomplish the intent of the resolution; etc.
30. Resolution 2014-19 – A Resolution authorizing Clayton County to amend a consultant agreement with TUSA Consulting Services providing for the terms and conditions under which professional radio communications services will be rendered; to authorize the Chairman to execute the agreement and otherwise perform any acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense, all as may be required; etc.
31. Resolution 2014-20 – A Resolution authorizing Clayton County to enter into an Intergovernmental Agreement with the Development Authority of Clayton County for the transfer of funds (\$5,000,000.00) for the purpose of promoting trade, commerce, industry and employment opportunities; to authorize the Chairman to execute the agreement and otherwise perform all other acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense; to provide an effective date of this resolution; and for other purposes.

**EXECUTIVE SESSION**

32. Consider any action(s) necessary based on decision(s) made in the Executive Session.

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FINANCE SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

2-27

**DATE:** December 19, 2013  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment - Mountain View TAD Fund

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-14:

**INCREASE REVENUE:**

Appropriation from Fund Balance	507-7407-7000	\$	86,150
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**INCREASE EXPENSE:**

Consulting Fees	507-7407-4120	\$	71,300
Other Contract Service Fees	507-7407-4140		14,850
		\$	<u>86,150</u>

**Reason:** To provide funds for consulting services and architectural services approved on the 10/15/13 Board of Commissioners meeting.

**TO:** Ramona Thurman, Chief Financial Officer

According to the Statement of Policy, the above listed amendment has been approved.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shelby Haywood, Clerk of Commission

sl

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

2-28

**DATE:** December 27, 2013  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment - Economic Development

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-14:

**INCREASE REVENUE:**

Gifts and Donations	210-1105-7005	\$	1,500
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**INCREASE EXPENSE:**

Office Supplies	210-1105-4390	\$	1,500
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**Reason:** To amend in a donation received from Central Georgia EMC donation approved in resolution 2013-305.

**TO:** Ramona Thurman, Chief Financial Officer

According to the Statement of Policy, the above listed amendment has been approved.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shelby Haywood, Clerk of Commission  
sl



**The Central Georgia  
Electric Membership Corporation**

923 S. Mulberry Street / Jackson, Georgia 30233  
770-775-7857

STATE BANK & TRUST COMPANY 64-412  
MACON, GEORGIA 31210 611

NO. 080369

Vendor	Check Nbr	Check Date	Check Amount
662	80369	09/18/13	\$1,500.00

Pay ONE THOUSAND, FIVE HUNDRED DOLLARS AND 00/100 CENTS

To The  
Order Of CLAYTON CO DEPT OF ECONOMIC  
DEVELOPMENT  
121 S MCDONOUGH STREET  
JONESBORO GA 30236

(VOID AFTER 90 DAYS)  
OPERATING & GENERAL ACCOUNT

*Derry H. Haul* Chairman  
*D.A. Robinson* Treasurer

⑈080369⑈ ⑆061104123⑆ 014 266 2⑈

662  
CLAYTON CO DEPT OF ECONOMIC

Please Detach and Retain Statement  
THE CENTRAL GEORGIA ELECTRIC MEMBERSHIP CORPORATION  
JACKSON, GEORGIA 30233  
770-775-7857

Check Nbr: 80369  
Check Date: 09/18/13

We herewith hand you our check in settlement of items listed below

Invoice Nbr	Description	Invoice Date	Ref Nbr	Amount
SA00000000040319	DONATION	09/18/13		1,500.00

NO. 080369



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HUMAN RESOURCES SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE



Clayton County Board of Commissioners  
Legislative Request Form

Agenda Meeting Date: December 27, 2013

RECEIVED  
DEC 11 2013  
CLAYTON CO. COO

Purpose

The purpose of this request is to delete the Shop Foreman position, Grade 23 and create one (1) Service Writer position, Grade 15. Fill the Heavy Equipment Lead Mechanic, Grade 20 via promotion from within the Heavy Equipment Mechanic Classification.

Rationale

Favorable consideration of this request will give the Fleet Maintenance Department the necessary personnel needed to keep pace with the County's preventive maintenance schedule and repairs.

Facts

Currently the Shop Forman position is responsible for the front desk duties consisting of completing work orders and supervising the three (3) repair bays. The workload has grown since the position was created and the Shop Forman desk duties require a full eight hours a day leaving the repair bays unsupervised. Filling the Lead Heavy Truck Mechanic position will ensure the bays are supervised. We will promote from within and leave the position vacated unfilled.

Impact

Favorable consideration of this request will result in a savings to the County of \$24,044 and will allow the Fleet Maintenance Department, to perform the above mentioned functions in an effective, efficient and productive manner.

Supporting Documentation

Service Writer Job Description

RECEIVED

DEC 31 2013

CLAYTON COUNTY  
HUMAN RESOURCES DEPARTMENT

Department Head	Chief Operating Officer	Finance	Chairman of the Board	Legal
Theodis R. Locke '13		07/RT		
Date: 12/11/13	Date: 12/20/13	Date: 12/23/13	Date: 12/26/13	Date:

# CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: LEAD MECHANIC**

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## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to supervise and engage in the repair and maintenance of County vehicles and equipment. Work involves supervising subordinate mechanics; performing preventive maintenance; diagnosing vehicle problems; removing, repairing, or replacing defective parts, systems and components; and repairing body damage. Employees use a variety of diagnostic, mechanic and hand tools.

## **ESSENTIAL FUNCTIONS**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises the daily operations and subordinate mechanics. Assigns, prioritizes, and schedules repair work and preventive maintenance; and processes work orders for heavy equipment repairs and related work.

Supervises, directs, and evaluates assigned staff; assigns and reviews staff's work; provides guidance and direction; ensures mechanics adhere to safety regulations and quality standards; assists with resolving work place issues; and makes recommendations regarding discipline and other personnel actions.

Maintains, repairs, and services County vehicles and equipment. Performs a wide range of maintenance and repair work to include diagnosing engine, systems and operational problems; trouble shooting, rebuilding, engines, transmissions, brakes, rotors, and turn rotors; troubleshooting electrical, cooling, suspension, and steering systems; etc.

Diagnoses system, component, engine, and operational problems on heavy equipment and vehicles; identifies needed repairs; obtains parts, materials, and supplies; and performs needed repairs, troubleshooting, tuning, and parts replacement.

Prepares vehicle maintenance reports, records, and logs of work performed, parts used and replaced, and hours. Enters data into the department's automated system to track work orders and work completed. References and maintains information pertaining to equipment warranties.

Maintains contact with supervisors and personnel from other departments for the purpose of coordinating maintenance and repair work; and communicates status of requested work. Answers the telephone and takes messages and/or refers caller to appropriate staff. Works with vendors regarding parts availability and delivery.

Responds to calls from County personnel in need of roadside assistance.

## **ADDITIONAL FUNCTIONS**

Orders and picks up parts and supplies as needed.

Cleans and maintains shop and work area. Cleans and vehicles as needed.

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

High school graduation or GED with vocational training in auto mechanics or a related field; supplemented by three (3) years of experience performing automotive and equipment repair work; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Must possess and maintain valid driver's license.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, fumes, temperature and noise extremes, machinery, vibrations, electric currents and toxic agents.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Clayton County**  
**Salary Matrix**  
**Based on Matrix Dated 6/30/2007**

*Salary 17,173*

**Regular Employees**

	<b>Grade</b>	<b>Step</b>	<b>Salary</b>	<b>Pension</b>	<b>FICA</b>	<b>Medical</b>	<b>Wk Comp</b>	<b>Other Equip</b>	<b>Total</b>
Grade	3	1	\$ 16,050	\$ 2,070	\$ 1,228	\$ 6,288	\$ 30	\$ -	\$ 25,667
Grade	4	1	\$ 16,868	\$ 2,176	\$ 1,290	\$ 6,288	\$ 32	\$ -	\$ 26,654
Grade	5	1	\$ 17,727	\$ 2,287	\$ 1,356	\$ 6,288	\$ 34	\$ -	\$ 27,692
Grade	6	1	\$ 18,630	\$ 2,403	\$ 1,425	\$ 6,288	\$ 35	\$ -	\$ 28,782
Grade	7	1	\$ 19,580	\$ 2,526	\$ 1,498	\$ 6,288	\$ 37	\$ -	\$ 29,929
Grade	8	1	\$ 20,577	\$ 2,654	\$ 1,574	\$ 6,288	\$ 39	\$ -	\$ 31,133
Grade	9	1	\$ 21,625	\$ 2,790	\$ 1,654	\$ 6,288	\$ 41	\$ -	\$ 32,398
Grade	10	1	\$ 22,727	\$ 2,932	\$ 1,739	\$ 6,288	\$ 43	\$ -	\$ 33,729
Grade	11	1	\$ 23,885	\$ 3,081	\$ 1,827	\$ 6,288	\$ 45	\$ -	\$ 35,127
Grade	12	1	\$ 25,102	\$ 3,238	\$ 1,920	\$ 6,288	\$ 48	\$ -	\$ 36,596
Grade	13	1	\$ 26,381	\$ 3,403	\$ 2,018	\$ 6,288	\$ 50	\$ -	\$ 38,140
Grade	14	1	\$ 27,725	\$ 3,577	\$ 2,121	\$ 6,288	\$ 53	\$ -	\$ 39,763
Grade	15	1	\$ 29,137	\$ 3,759	\$ 2,229	\$ 6,288	\$ 55	\$ -	\$ 41,468
Grade	16	1	\$ 30,621	\$ 3,950	\$ 2,343	\$ 6,288	\$ 58	\$ -	\$ 43,260
Grade	17	1	\$ 32,181	\$ 4,151	\$ 2,462	\$ 6,288	\$ 61	\$ -	\$ 45,143
Grade	18	1	\$ 33,821	\$ 4,363	\$ 2,587	\$ 6,288	\$ 64	\$ -	\$ 47,123
Grade	19	1	\$ 35,544	\$ 4,585	\$ 2,719	\$ 6,288	\$ 68	\$ -	\$ 49,204
Grade	20	1	\$ 37,355	\$ 4,819	\$ 2,858	\$ 6,288	\$ 71	\$ -	\$ 51,390
Grade	21	1	\$ 39,258	\$ 5,064	\$ 3,003	\$ 6,288	\$ 75	\$ -	\$ 53,688
Grade	22	1	\$ 41,258	\$ 5,322	\$ 3,156	\$ 6,288	\$ 78	\$ -	\$ 56,103
Grade	23	1	\$ 43,360	\$ 5,593	\$ 3,317	\$ 6,288	\$ 82	\$ -	\$ 58,641
Grade	24	1	\$ 45,569	\$ 5,878	\$ 3,486	\$ 6,288	\$ 87	\$ -	\$ 61,308
Grade	25	1	\$ 47,890	\$ 6,178	\$ 3,664	\$ 6,288	\$ 91	\$ -	\$ 64,110
Grade	26	1	\$ 50,330	\$ 6,493	\$ 3,850	\$ 6,288	\$ 96	\$ -	\$ 67,056
Grade	27	1	\$ 52,894	\$ 6,823	\$ 4,046	\$ 6,288	\$ 100	\$ -	\$ 70,152
Grade	28	1	\$ 55,589	\$ 7,171	\$ 4,253	\$ 6,288	\$ 106	\$ -	\$ 73,406
Grade	29	1	\$ 58,421	\$ 7,536	\$ 4,469	\$ 6,288	\$ 111	\$ -	\$ 76,826
Grade	30	1	\$ 61,397	\$ 7,920	\$ 4,697	\$ 6,288	\$ 117	\$ -	\$ 80,419
Grade	31	1	\$ 64,525	\$ 8,324	\$ 4,936	\$ 6,288	\$ 123	\$ -	\$ 84,195
Grade	32	1	\$ 67,812	\$ 8,748	\$ 5,188	\$ 6,288	\$ 129	\$ -	\$ 88,164
Grade	33	1	\$ 71,267	\$ 9,193	\$ 5,452	\$ 6,288	\$ 135	\$ -	\$ 92,336
Grade	34	1	\$ 74,897	\$ 9,662	\$ 5,730	\$ 6,288	\$ 142	\$ -	\$ 96,719
Grade	35	1	\$ 78,713	\$ 10,154	\$ 6,022	\$ 6,288	\$ 150	\$ -	\$ 101,326
Grade	36	1	\$ 82,723	\$ 10,671	\$ 6,328	\$ 6,288	\$ 157	\$ -	\$ 106,168
Grade	37	1	\$ 86,937	\$ 11,215	\$ 6,651	\$ 6,288	\$ 165	\$ -	\$ 111,256
Grade	38	1	\$ 91,367	\$ 11,786	\$ 6,990	\$ 6,288	\$ 174	\$ -	\$ 116,605
Grade	39	1	\$ 96,021	\$ 12,387	\$ 7,346	\$ 6,288	\$ 182	\$ -	\$ 122,224
Grade	40	6	\$ 100,913	\$ 13,018	\$ 7,720	\$ 6,288	\$ 192	\$ -	\$ 128,130

**Clayton County**  
**Salary Matrix**  
**Based on Matrix Dated 6/30/2007**

*Samys 10,926*

**Regular Employees**

	<b>Grade</b>	<b>Step</b>	<b>Salary</b>	<b>Pension</b>	<b>FICA</b>	<b>Medical</b>	<b>Wk Comp</b>	<b>Other Equip</b>	<b>Total</b>
Grade	3	1	\$ 16,050	\$ 2,070	\$ 1,228	\$ 6,288	\$ 30	\$ -	\$ 25,667
Grade	4	1	\$ 16,868	\$ 2,176	\$ 1,290	\$ 6,288	\$ 32	\$ -	\$ 26,654
Grade	5	1	\$ 17,727	\$ 2,287	\$ 1,356	\$ 6,288	\$ 34	\$ -	\$ 27,692
Grade	6	1	\$ 18,630	\$ 2,403	\$ 1,425	\$ 6,288	\$ 35	\$ -	\$ 28,782
Grade	7	1	\$ 19,580	\$ 2,526	\$ 1,498	\$ 6,288	\$ 37	\$ -	\$ 29,929
Grade	8	1	\$ 20,577	\$ 2,654	\$ 1,574	\$ 6,288	\$ 39	\$ -	\$ 31,133
Grade	9	1	\$ 21,625	\$ 2,790	\$ 1,654	\$ 6,288	\$ 41	\$ -	\$ 32,398
Grade	10	1	\$ 22,727	\$ 2,932	\$ 1,739	\$ 6,288	\$ 43	\$ -	\$ 33,729
Grade	11	1	\$ 23,885	\$ 3,081	\$ 1,827	\$ 6,288	\$ 45	\$ -	\$ 35,127
Grade	12	1	\$ 25,102	\$ 3,238	\$ 1,920	\$ 6,288	\$ 48	\$ -	\$ 36,596
Grade	13	1	\$ 26,381	\$ 3,403	\$ 2,018	\$ 6,288	\$ 50	\$ -	\$ 38,140
Grade	14	1	\$ 27,725	\$ 3,577	\$ 2,121	\$ 6,288	\$ 53	\$ -	\$ 39,763
Grade	15	1	\$ 29,137	\$ 3,759	\$ 2,229	\$ 6,288	\$ 55	\$ -	\$ 41,468
Grade	16	1	\$ 30,621	\$ 3,950	\$ 2,343	\$ 6,288	\$ 58	\$ -	\$ 43,260
Grade	17	1	\$ 32,181	\$ 4,151	\$ 2,462	\$ 6,288	\$ 61	\$ -	\$ 45,143
Grade	18	1	\$ 33,821	\$ 4,363	\$ 2,587	\$ 6,288	\$ 64	\$ -	\$ 47,123
Grade	19	1	\$ 35,544	\$ 4,585	\$ 2,719	\$ 6,288	\$ 68	\$ -	\$ 49,204
Grade	20	1	\$ 37,355	\$ 4,819	\$ 2,858	\$ 6,288	\$ 71	\$ -	\$ 51,390
Grade	21	1	\$ 39,258	\$ 5,064	\$ 3,003	\$ 6,288	\$ 75	\$ -	\$ 53,688
Grade	22	1	\$ 41,258	\$ 5,322	\$ 3,156	\$ 6,288	\$ 78	\$ -	\$ 56,103
Grade	23	1	\$ 43,360	\$ 5,593	\$ 3,317	\$ 6,288	\$ 82	\$ -	\$ 58,641
Grade	24	1	\$ 45,569	\$ 5,878	\$ 3,486	\$ 6,288	\$ 87	\$ -	\$ 61,308
Grade	25	1	\$ 47,890	\$ 6,178	\$ 3,664	\$ 6,288	\$ 91	\$ -	\$ 64,110
Grade	26	1	\$ 50,330	\$ 6,493	\$ 3,850	\$ 6,288	\$ 96	\$ -	\$ 67,056
Grade	27	1	\$ 52,894	\$ 6,823	\$ 4,046	\$ 6,288	\$ 100	\$ -	\$ 70,152
Grade	28	1	\$ 55,589	\$ 7,171	\$ 4,253	\$ 6,288	\$ 106	\$ -	\$ 73,406
Grade	29	1	\$ 58,421	\$ 7,536	\$ 4,469	\$ 6,288	\$ 111	\$ -	\$ 76,826
Grade	30	1	\$ 61,397	\$ 7,920	\$ 4,697	\$ 6,288	\$ 117	\$ -	\$ 80,419
Grade	31	1	\$ 64,525	\$ 8,324	\$ 4,936	\$ 6,288	\$ 123	\$ -	\$ 84,195
Grade	32	1	\$ 67,812	\$ 8,748	\$ 5,188	\$ 6,288	\$ 129	\$ -	\$ 88,164
Grade	33	1	\$ 71,267	\$ 9,193	\$ 5,452	\$ 6,288	\$ 135	\$ -	\$ 92,336
Grade	34	1	\$ 74,897	\$ 9,662	\$ 5,730	\$ 6,288	\$ 142	\$ -	\$ 96,719
Grade	35	1	\$ 78,713	\$ 10,154	\$ 6,022	\$ 6,288	\$ 150	\$ -	\$ 101,326
Grade	36	1	\$ 82,723	\$ 10,671	\$ 6,328	\$ 6,288	\$ 157	\$ -	\$ 106,168
Grade	37	1	\$ 86,937	\$ 11,215	\$ 6,651	\$ 6,288	\$ 165	\$ -	\$ 111,256
Grade	38	1	\$ 91,367	\$ 11,786	\$ 6,990	\$ 6,288	\$ 174	\$ -	\$ 116,605
Grade	39	1	\$ 96,021	\$ 12,387	\$ 7,346	\$ 6,288	\$ 182	\$ -	\$ 122,224
Grade	40	6	\$ 100,913	\$ 13,018	\$ 7,720	\$ 6,288	\$ 192	\$ -	\$ 128,130