

RESOLUTION 125-04


Mason County Public Works Maintenance Shop Policy

WHEREAS, the Mason County Board of Commissioners desire to establish a Maintenance Shop Policy for the Department of Public Works so the shops are operated in a safe and efficient manner;

NOW, THEREFORE BE IT HEREBY RESOLVED that the Board of Mason County Commissioners adopt the Mason County Public Works Maintenance Shop Policy as outlined in Exhibit A.

Dated this 14th day of December, 2004.

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON


Wesley E. Johnson, Chairperson

ATTEST:

Absent

Jayni L. Kamin, Commissioner


Rebecca S. Rogers, Clerk of the Board


Herb Baze, Commissioner

APPROVED AS TO FORM:


Deputy Prosecutor

C: Public Works

MASON COUNTY PUBLIC WORKS MAINTENANCE SHOP POLICY

The Mason County Public Works Maintenance Shops are operated for, and funded by the Taxpayers of Mason County. Our responsibilities to the Taxpayers include operating the shops in a safe, efficient and honest manner.

BEHAVIOR

Mason County employees represent the county while on duty. All business should be conducted in a courteous, business like manner.

Mason County employees should treat their coworkers with respect and courtesy, in the same manner they would like to be treated. Professional behavior is expected at all times.

No Mason County employee will use their position with Mason County for personal gain. Personal gain is receiving any money, item or benefit for personal use, that is not available to the general public. Exception: Nominal value items (\$10.00 or less) with company logos, given for advertising purposes such as samples, pens, calendars, coffee cups and ball caps are acceptable; tickets, meals, travel, clothing, etc, for personal use are not acceptable.

Use of alcoholic beverages or illegal substances during work hours or on county property is prohibited.

SHOP AND EQUIPMENT

All Mason County purchased tools will be indelibly marked with the letters "MACO" in several visible locations. Equipment meeting the cost requirements should also have an ER & R tag and inventory number.

Owned by Mason County, the shop, equipment, materials and services are not to be used for any purpose other than county business. No personal vehicles or equipment will be brought into the shop. Personal items or parts brought to the work place for personal business may not be worked on in the shop.

Equipment owned by Mason County will be used only for county business. Equipment will not be used for or loaned to individuals for any other purpose.

Equipment needed by Mason County for county business will not be borrowed from any individual or business. Required items will be purchased or rented from a legitimate rental business. Exception: Trial or evaluation equipment and very specialized tools required for specific maintenance actions borrowed from the Manufacturer's representative.

Equipment borrowed from or loaned to any political entity (City, PUD, Fire District, etc) will be formally done with written agreement as approved by the Public Works Director. In the event of

an emergency, the Public Works Director must be informed, as soon as possible, of any loaned or borrowed tools and equipment.

Personal vehicles and equipment will not be worked on or repaired on county property.

Exception: In the event an employee or citizen vehicle is unable to be driven from the Central Shop compound due to a flat tire, dead battery or minor problem, minor assistance may be given as authorized by the Equipment Maintenance Supervisor.

PERSONAL TOOLS

Each Mechanic owns the hand tools used daily for normal work on county equipment. Free movement of these tools in and out of the shop is allowed to the owner. Since these hand tools represent a substantial investment by the mechanic, they will not be borrowed or used by anyone without the owner's express permission.

PERSONAL PURCHASES

Employees are authorized to purchase tools, parts and supplies for their personal use from vendors, dealers and suppliers that do business with the county as long as the supplier is willing. All personal purchases made by employees will be invoiced separately from any county invoice and will be paid in full by the employee. Any price discount or trade discount offered is at the sole discretion of the vendor and will not be requested nor encouraged by the employee.

Threats or promises of future business or lack of future business with the county to influence personal business will be referred to the Prosecutor.

PERSONAL BUSINESS

Mason County and its Taxpayers fully expect that an honest day's work is given for the pay. While on duty, personal business is not normally to be conducted. Time off should be taken to conduct personal business. However, it is realized that occasionally there are circumstances that require making or receiving telephone calls or discussing personal business with visitors at the work place. Employees on legitimate county business at a location may conduct limited personal business. These occasions should be infrequent and kept very short. The supervisor will judge and control the limits on these occasions.

USED PARTS, SCRAP, WASTE

In the course of normal vehicle maintenance, the shop produces a variety of waste products, including used oil and antifreeze, worn parts, scrap metals, used tires and batteries, etc. Items not returnable to the distributor are contracted for disposal in a legally acceptable manner.

Used oil will be removed only by a licensed recycling company.

Used antifreeze will be removed only by a licensed recycling company.

Used parts cleaner will be removed only by the parts cleaner service.

Unless otherwise utilized for a county project, scrap metals will be removed only by the

scrap metal dealer.

Used tires will be removed only by the tire contractor.

Used batteries will be returned for credit to the vendor.

Garbage may only be removed by the garbage service.

Wood sign posts that are no longer usable as sign posts will be kept for other county projects. Short post pieces should be disposed of in the garbage.

Employees may not take these items for personal use, or give, sell or barter them to anyone else.

Exceptions: Broom cores that are worn beyond use may be given to any citizen that requests one.

SALESMEN, VENDORS, DEALERS

A variety of salesmen, vendors and representatives visit the shops on a routine basis to conduct business. The Equipment Maintenance Supervisor or acting Supervisor will normally represent the shop in any discussion. No commitments or promises of future business will be made.

Samples or trials of products, at no cost to the county may be accepted for evaluation. Equipment for evaluation normally should be accompanied by a company representative. Equipment loaned to the county for evaluation will be only accepted with no risk or liability to the county.

Any offer of personal benefit (money, goods, travel, meals, tickets, etc) made by a salesman for influencing the purchase of, or purchasing a product for the county must be reported to the Prosecutor.

COUNTY VEHICLES

Mason County vehicles are to be used only for county business. County equipment will only be used on projects or work that is legitimate county business. If not close to their assigned work place, employees driving county vehicles on business may stop for regular meals and breaks along their route. Employees should not stop at places that would cause concern by the general public, for example, bars or places with adult entertainment.

Employees that are assigned to drive county vehicles to and from work are authorized to go to lunch and conduct limited personal business in the local area only during trips to and from work and during the lunch period. Employees should not stop at places that would cause concern by the general public.