

# HIDALGO COUNTY SANITATION/LANDFILL

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Job Title: Truck Driver III FLSA Status: Non-Exempt

Department: 123 Civil Service Status: Non-Exempt

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## SUMMARY

Drives and insures proper maintenance of large-class trucks and various other equipment. This is a responsible position that may involve minimal instruction or supervision. This is a skilled labor involved in the operation of large-class trucks within the county.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ability to operate large class trucks, pick up truck, dump truck, water truck, tractor, sedan, flat bed truck, roll off container and road patching truck.
- Ability to operate other heavy equipment such as backhoes, front-end loaders, compactors.
- Loads truck; hauls dirt, gravel, caliche, water, garbage or other materials and equipment to designated areas and unloads truck.
- Ability to operate generators, pumps, hand tools and a 2-way radio.
- Maintains vehicle in ready working condition, including fuel, proper lubrication and cleaning.
- Examines vehicles for needed repairs and routine maintenance and reports necessary repairs.
- Ability to operate and maintain maintenance equipment that is used during projects including brush pickups, or clearing of drainage ditches.
- Ability to work effectively and cooperatively with other crewmembers.
- Regular attendance is a must.
- Ability to work well with others.

## QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## EDUCATION and/or EXPERIENCE

- High School diploma or General Education Degree (GED); or
- Ability to read and write English.
- Employee must have at least five (5) years experience as a heavy class truck driver.

## CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a valid Texas Drivers License, Class A.
- Must be able to be insured by the County's insurance carrier.

## **OTHER SKILLS AND ABILITIES**

- Knowledge of the safe operation of the equipment used and of the provisions of the Texas Motor Vehicle Code relating to the operation of large class trucks.
- Sufficient skills to operate equipment effectively and safely.
- Ability to perform strenuous work in the outdoors.
- Ability to understand and follow oral instructions.
- Possess basic knowledge of minor repairs and adjustments.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to add and subtract two digit numbers and to multiply and divide with 10s and 100s.
- Ability to apply common sense understanding to carry out detailed but uninvolved written and/or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Bilingual ability (Spanish and English) with the ability to converse in both languages, preferred.
- Must be able to perform duties of Truck Driver I and II.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

## **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 this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over fifty (50) pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, outside weather conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

Must be able to perform heavy manual labor outdoors, within a five (5) day forty (40) hour week, with exposure to hazards and conditions involving extremes of heat and cold.

The noise level in the work environment is usually loud.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
  - demonstrating intellectual capabilities
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Effectively handle work environments and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

## **ACCIDENT PREVENTION PROGRAM**

Required to follow all department's safety regulations.

**HIDALGO COUNTY  
ROAD & BRIDGE  
PAVED/UNPAVED**

Job Title: Administrative Secretary	FLSA Status:	Non-Exempt
Department: 123	Civil Service Status:	Non-Exempt

**SUMMARY**

Performs complex secretarial work of an administrative nature. This is a responsible position that may involve supervision. Provides assistance to the department head in administrative areas. Works with minimal instruction or supervision. This position reports to an elected official and department head.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- May prepare agendas, materials, related thereto, and see that all legal requirements are met.
- May be responsible for following up on action of court, committee, assigned group, to ensure that decisions are implemented, contracts are prepared, and appropriate parties are notified.
- Responsible for establishing and maintaining official documents and records in appropriate files.
- May be asked to attend some meetings, seminars, etc., possibly to take notes to furnish information.
- May do research for a Precinct related project.
- May receive visits or calls regarding complaints, which may be resolved or referred to proper person for resolution.
- Operates main telephone for County Commissioner's office to relay incoming and interoffice calls.
- Greets all visitors courteously, determines their needs, and directs them to the proper person and/or office.
- Receives, sorts, and posts all incoming mail from USPO, courier services and other departments.
- Clips all newspaper articles pertaining to Hidalgo County.
- Assists other departments as requested or assigned.
- Assists office staff as requested or assigned.
- Regular attendance is a must.
- Ability to work well with others.

**QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

**EDUCATION and/or EXPERIENCE**

- High School diploma or GED;
- Advanced training in typing and general office procedures.
- Five years experience performing complex and responsible clerical duties preferred.
- Must have good computer skills.
- Bilingual preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Must possess a current valid Texas Motor Vehicle Operator's license.
- Must have liability insurance.

**OTHER SKILLS AND ABILITIES**

- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

**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 this job.

**SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle work environments and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

**ACCIDENT PREVENTION PROGRAM**

Required to follow all department's safety regulations.

# HIDALGO COUNTY ROAD & BRIDGE PAVED & UNPAVED

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**Job Title:** Welder

**FLSA Status:** Non- Exempt

**Dept No:** 123

**Civil Service Status:** Non-Exempt

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## **SUMMARY**

Under the direct supervision of the Field Operations Director, individual will perform a majority of the welding and fabrication tasks.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Weld fabricates and assembles parts and equipment for County's automotive and heavy equipment.
- Modify and repair body and parts.
- Weld braises, solder and cut steel, stainless and aluminum by torch and big welder.
- Maintain and repair shop equipment.
- May be required to work at different job sites through the County's jurisdiction.

## **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities;

## **EDUCATION and/or EXPERIENCE**

- High School graduate or GED preferred

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's Insurance carrier;

## **OTHER SKILLS AND ABILITIES**

- Individual must possess knowledge of methods, materials, equipment and tools used in all types of welding.
- Operate internal combustion engine and hydraulic equipment.
- Work independently in the absence of supervisor.
- Understand and follow oral and written directions.
- Will be required for extended periods of time shop environment, exposure to head, dust, dirt and noise.

## **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 this job;

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus;

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;

The noise level in the work environment is usually moderate;

**SAFETY REQUIREMENTS:**

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- sitting for extended periods of time;
- operating assigned equipment;

Maintain mental capacity, which permits:

- making sound decisions and using good judgment;
- handling financial affairs effectively and honestly;
- maintaining confidentiality;
- demonstrating intellectual capabilities;

Effectively handle a work environment and conditions, which involve:

- working closely with others;
- working in a multi-task environment;

Maintain effective audio-visual discrimination and perception needed for:

- making observations;
- reading and writing;
- operating assigned equipment;
- communicating with others;

**ACCIDENT PREVENTION PROGRAM:**

Required to follow all departments' safety regulations;

# HIDALGO COUNTY ROAD & BRIDGE PAVED/UNPAVED

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<b>Job Title:</b> Office Clerk	<b>FLSA Status:</b> Non-Exempt
<b>Dept No:</b> 123	<b>Civil Service Status:</b> Non-Exempt

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**SUMMARY:**

Answers telephone, performs light clerical duties, greets and routes walk-ins clients.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Answers telephones and directs phone calls to appropriate staff member; takes messages as required;
- Greets visitors and directs them to proper location;
- Maintains daily activity log sheets;
- Performs light clerical work such as typing, filing and envelope stuffing;
- May be required to attend meetings from time to time and work extra work hours as deemed necessary;
- May maintain an inventory of supplies and equipment and orders replacements as needed to insure adequate stock;
- Regular attendance is a must;
- Ability to work well with others;

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities;

**EDUCATION and/or EXPERIENCE**

- High School Diploma or GED;
- Should have experience as a receptionist, strong telephone skills and log-keeping;

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's Insurance carrier;

**OTHER SKILLS AND ABILITIES**

- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County;
- Ability to use office equipment, such as computer terminal, copier, calculator, fax machine and multi-extension telephone;

- Bilingual ability (Spanish and English) with the ability to converse in both languages, preferred;
- Knowledge of personal computer and software;
- May be required to utilize personal automobile on office related business;

**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 this job;

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus;

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;

The noise level in the work environment is usually moderate;

**SAFETY REQUIREMENTS:**

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time;
- operating assigned equipment;

Maintain mental capacity which permits:

- making sound decisions and using good judgment;
- handling financial affairs effectively and honestly;
- maintaining confidentiality;
- demonstrating intellectual capabilities;

Effectively handle a work environment and conditions which involve:

- working closely with others;
- working in a multi-task environment;

Maintain effective audio-visual discrimination and perception needed for:

- making observations;
- reading and writing;
- operating assigned equipment;
- communicating with others;

**ACCIDENT PREVENTION PROGRAM:**

Required to follow all departments' safety regulations;

## HIDALGO COUNTY PARKS

**Job Title:** Maintenance III **FLSA Status:** Non-Exempt

**Dept No:** 1123 **Civil Service Status:** Non-Exempt

### **SUMMARY:**

Performs supervisory duties as directed for the Precinct Park Departments. This is a responsible position that requires decision-making ability on the maintenance of county parks and the servicing and operation of heavy equipment. Performs various tasks of construction and maintenance throughout the parks and is responsible for inspection of all park safety requirements, including park grounds, equipment and shop area.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs duties as directed.
- Acts as a crew leader for park employees by evaluating maintenance schedules and inspecting park grounds for proper management.
- Maintains parks, swimming pool grounds, BBQ pits and playground equipment in park areas.
- Performs a variety of preventative maintenance and repair on equipment.
- Maintains shop grounds and inspects daily for safety compliance.
- May operate county vehicle to haul materials to and from worksites.
- Act as groundskeeper, involving lawn care, trims, cuts and prunes trees and shrubbery on county property and parks, using lawn mower, weed trimmer and chainsaw. May apply pesticides as directed.
- Checks daily park maintenance schedule to keep appraisal of materials needed on the job.
- Maintains and repairs wood parts of building, using carpenter tools. Assist in duties such as fence building, repair, and painting.
- Use of hand tools to repair playground equipment.
- Regular attendance is a must.
- Ability to work well with others.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities;

**EDUCATION and/or EXPERIENCE**

- High School Diploma or GED preferred;
- Three years of supervisory experience; and/or
- Any equivalent of experience and training, which provides the required knowledge, skills and abilities to perform duties

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Must possess valid Texas Motor Vehicle Operator's License
- Must be able to be insured by County's Insurance carrier

**OTHER SKILLS AND ABILITIES**

- Must be able to perform the duties of Maintenance I and Maintenance II
- Should be able to train employees on the various types of equipment
- May be required to address personnel issues
- Ability to read and interpret documents such as safety rules, maintenance instructions and procedure manuals
- Bilingual ability (Spanish and English) with the ability to converse fluently in both languages, preferred
- Ability to calculate figures and amounts such as simple addition, subtraction, multiplication, and division in all units of measure
- Ability to solve simple and common sense problems and interpret simple instructions furnished in written, oral, diagram or schedule form
- Ability to understand, follow and give oral and written instructions
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the county

**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 this job;

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must occasionally lift and/or move over fifty (50) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus;

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Must be able to perform heavy manual labor outdoors within a five (5) day forty (40) hour week, with exposure to hazards and conditions involving extremes of heat and cold.

The noise level in the work environment is usually loud;

**SAFETY REQUIREMENTS:**

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- Sitting for extended periods of time;
- Operating assigned equipment;

Maintain mental capacity, which permits:

- Making sound decisions and using good judgment;
- Demonstrating intellectual capabilities;

Effectively handle a work environment and conditions, which involve:

- Working closely with others;
- Working in a multi-task environment;

Maintain effective audio-visual discrimination and perception needed for:

- Making observations;
- Reading and writing;
- Operating assigned equipment;
- Communicating with others;

**ACCIDENT PREVENTION PROGRAM:**

Required to follow all departments' safety regulations;