

1.	DEPARTMENT HEAD	<i>D. J. Bourgeois</i>	DATE	<i>6/14/08</i>	FUNDING AVAILABLE IN DEPT. BUDGET	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
2.	HUMAN RESOURCES DIRECTOR		DATE		PERSONNEL PROCEDURES COMPLETED	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3.	DEPARTMENT OF BUDGET & MANAGEMENT		DATE		BUDGET PROCEDURES COMPLETED	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4.	COMMISSIONERS COURT APPROVAL		DATE				

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HUMAN RESOURCES: Classification and Salary Recommendation

COMMENTS: (Any comments you wish to make regarding this request)

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

ATTENDANT IS NEEDED AT THE SAN MANUEL SITE TO DIRECT TRAFFIC, CLEAN AREA & MONITOR DISPOSAL SITE FOR COMPLIANCE WITH PCT. RULES AND REGULATIONS.

NEW POSITION: Brief job description and attach a copy of the new job description.

HIDALGO COUNTY SANITATION DEPARTMENT

Job Title: Attendant	FLSA Status: Non-exempt
Dept No.: 124-001	Civil Service Status: Non-exempt

SUMMARY:

Responsible for screening and disposing of all waste material received at the Hidalgo County landfill and/or collection stations.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- o Observe and screen all waste material received.
- o Work with machine operator in coordinating areas to dispose waste materials.
- o Assist in repair and/or maintenance of vehicles and equipment.
- o Perform manual labor task.
- o Direct vehicles with unacceptable waste to appropriate disposal facilities.
- o Maintain area around office clean and free of debris
- o Load waste and other debris
- o Performs such other duties as may be assigned.

EDUCATION AND EXPERIENCE:

- o High School Diploma or GED
- o Bilingual
- o Basic knowledge of mechanics preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

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

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The employee must occasionally lift and/or move over 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 encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

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

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

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

Maintain effective audio-visual discrimination and perception needed for:

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

ACCIDENT PREVENTION PROGRAM:

Required to follow all department's safety regulations.

**HIDALGO COUNTY PCT. #4
SCHEDULE FOR SAN MANUEL ATTENDANT**

MON	12:00 PM - 8:00 PM	7 HRS	(1 hr lunch)
TUES	12:00 PM - 8:00 PM	7 HRS	(1 hr lunch)
WED	12:00 PM - 8:00 PM	7 HRS	(1 hr lunch)
THURS	12:00 PM - 8:00 PM	7 HRS	(1 hr lunch)
FRI	12:00 PM - 8:00 PM	7 HRS	(1 hr lunch)
SAT	3:00 PM - 8:00 PM	5 HRS	
SUN	CLOSED		

40 HRS. WK.

PROPOSED SALARY: \$21,000

* THIS IS THE SET SCHEDULE FOR THE ATTENDANT AS OF 6/3/08, SUBJECT TO CHANGE DEPENDING ON THE NEEDS OF THE COMMUNITY. ALL COUNTY HOLIDAYS SHALL BE OBSERVED AT THIS SITE.