



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name

HIDALGO COUNTY PCT. #4

DATE: Enter Date

6/6/08

CURRENT POSITION TITLE: Enter position Title

TRUCK DRIVER IV

CURRENT SLOT. #: Enter current

001-0011

REQUESTED POSITION TITLE: Enter New Position Title  
(For new positions or reclassifications)

**REQUEST FOR:**

- New Position     
  Temporary Position     
  Position Reclassification\*     
  Other \_\_\_\_\_

\*Civil Service Positions are submitted to the Civil Service Commission.

**POSITION SALARY REQUEST:**

Salary Amount:    \$ \_\_\_\_\_    \$ 30,000    \$ \_\_\_\_\_

Current Budgeted Salary      Proposed Budgeted Salary      Net Change

Position to be funded from one of the following:

- Current Department Budget     
  Annual Budget Cycle     
  Will Require Additional Funds  
 Other \_\_\_\_\_

**POSITION Type:**

Full Time Employee Object 113       
 Part Time Employee Object 114     \_\_\_\_\_  
 Full Time Temporary Object 121       
 Part Time Temporary Object 122     \$ \_\_\_\_\_  
 Enter hourly rate for temp. positions  
 Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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**CIVIL SERVICE:**

Exempt	<input type="checkbox"/>	<b>FLSA:</b>	<input type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Exempt	<input type="checkbox"/>
		Non-Exempt	<input type="checkbox"/>

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

DUE TO WEEKEND ROLL-OFF WORK DUTY AT THREE RECOVERY CENTERS, THE  
PRECINCT IS IN NEED OF ADDITIONAL CDL LICENSED DRIVERS HIRED  
SPECIFICALLY FOR SHIFT/WEEKEND WORK DUTY.

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

TRUCK DRIVER IV IS TO HAUL BINS/TRASH CONTAINERS FROM THREE  
DIFFERENT RECOVERY SITES TO THE LANDFILL.

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

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	<u>D.L. Kanya, Jr.</u> DEPARTMENT HEAD	<u>6/6/08</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	_____ HUMAN RESOURCES DIRECTOR	_____ DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	_____ DEPARTMENT OF BUDGET & MANAGEMENT	_____ DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____ COMMISSIONERS COURT APPROVAL	_____ DATE	_____	_____	_____

HIDALGO COUNTY  
SANITATION/LANDFILL (Pct. 4)

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Job Title: Truck Driver IV	FLSA Status:	Non-Exempt
Dept No: 121-001, 122-001, 123-001, 124-001	Civil Service Status:	Non-Exempt

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General Job Description:

Performs highly complex (senior level) motor vehicle operations work. Work involves operating and maintaining a variety of large class trucks and related equipment. Work also involves the transporting of cargo and materials. Incumbent may supervise the work of others. Incumbent also works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED:

1. Operates motor vehicles such a pickup trucks, dump trucks, water trucks, tractors, automobiles, flat bed trucks, roll off container and road patching trucks.
2. Determines the most practical routes to the traveled considering the safety, economy, and load limits over roads, highways, and bridges.
3. Prepares or oversees the preparation of records pertaining to vehicle operation and conducts safety checks of vehicle and cargo before departure and at regular intervals in transit.
4. Maintains vehicles in ready working condition, including fuel, lubrication, and cleaning.
5. Examines vehicles for needed maintenance and repairs and reports the identification of needed repairs.
6. May operate vehicle power lift gates, manual hydraulic fork lifts, and dollies.
7. Loads and unloads trucks, hauls dirt, gravel, caliche, water, garbage, or other materials and equipment to designated areas.

## KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to operate large class vehicle (trucks and equipment).
2. Ability to operate heavy equipment, such as backhoes, front-end loaders, and compactors.
3. Ability to operate generator, pumps, hand tools and 2-way radios.
4. Knowledge of motor vehicle operations, cargo loading and unloading methods.
5. Knowledge of traffic regulations and federal motor carrier safety regulations.
6. Ability to obey traffic laws and to follow safe practices in loading and unloading cargo.
7. Ability to perform strenuous work, both indoors or outdoors.
8. Ability to communicate in English and Spanish.
9. Ability to deal with and solve problems, apply common sense and carry out written or oral instructions.
10. Employee may be assigned other related duties in addition to those listed. Duties may change according to the changing needs of the County.

## QUALIFICATION REQUIREMENTS:

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

## EDUCATION and/or EXPERIENCE:

1. High School diploma or General Equivalency Diploma (GED).
2. Ability to read and write English.
3. Employee must have at least five (5) years experience as a heavy class truck driver.

## CERTIFICATES, LICENSES, REGISTRATIONS:

1. Employee must have a current valid Texas Motor Vehicle Operator's License. A Commercial Driver's License is preferred or may be required.
2. Must be able to be insured by the County's 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.

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.

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 moderate.

### SAFETY REQUIREMENTS:

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

1. Sitting for extended periods of time.
2. Operating assigned equipment.

### ACCIDENT PREVENTION PROGRAM:

Required to follow all County and Precinct safety regulations.