



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

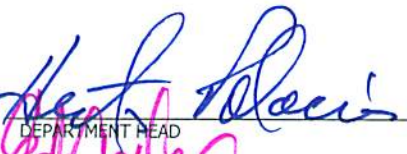


Manage the construction, reconstruction and/or renovation of drainage system in Pct. 2

**POSITION RECLASSIFICATION:** 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.	 DEPARTMENT HEAD	<u>10/24/08</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>10/24/2008</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>10/24/2008</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

# HIDALGO COUNTY

## Precinct 2 – Drainage Improvement Project

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**JOB TITLE:** ASSISTANT DIRECTOR OF  
CONSTRUCTION

**FLSA STATUS:** NON-EXEMPT

**DEPARTMENT:** 122

**CIVIL SERVICES STATUS:** EXEMPT

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### **GENERAL JOB DESCRIPTION:**

Under the supervision of the Director of Construction or other designated supervisor, the Assistant Director of Construction is responsible for helping the director in overseeing and managing the reconstruction and/or renovation of storm drainage systems, to include coordinating, scheduling, and supervising construction projects. The Assistant Director also supervises crew members and participates in the maintenance, repair or construction of assigned drainage projects.

### **EXAMPLES OF WORK PERFORMED:**

1. Assists the director in scheduling and coordinating drainage maintenance and construction projects
2. Assists the director in activities relating to constructing, repairing, and/or replacing storm and water drainage systems
3. Oversees the repairing and cleaning of drainage wells, storm water lift stations, alum injection systems, and/or open drainage systems
4. Assists the director in estimating costs and recommends modifications as needed using knowledge of construction principles and regulations pertinent to ditch maintenance operations
5. Researches drain records to obtain information about drainage ditches such as location of easements, drain maintenance work performed, and past or present problems.
6. Inspects drainage construction projects in progress to ensure compliance with plans and specifications
7. Checks such items as proper grade, placement of pipes, materials used, soil type, joints, and constructed ditch maintenance activities
8. Supervises clearing and grubbing activities including the removal and disposition of roots, stumps, stubs, logs, and other timber occurring within the grubbing limits
9. Performs other related duties as assigned

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

**Knowledge, Skills, and Abilities:**

Knowledge of current methods, equipment and materials used in public works construction

Ability to effectively supervise the work of others, establish and maintain effective working relationships with other supervisory staff, employees, outside agencies, and the general public

Skill in designing water, sanitary sewer, and drainage improvement projects

**Minimum Qualifications:**

A two (2) year associate degree from an accredited university or college in construction management or related field and two (2) years of experience in the planning, design, and maintenance of drainage systems is desired. Experience and education may be substituted for one another. Substantial experience can be substituted for the required college education.

**Certificates, Licenses, Registrations:**

1. Employee must possess a valid Texas Motor Vehicle Operators License.
2. Employee must be able to be insured by the County's insurance carrier.

**Physical Demands and Work Environment:**

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

- Exposure to dirt, fumes, toxic materials, extreme temperatures, noise, vibrations and high work places
- Pushing, pulling, or lifting equipment or supplies used in surveying and inspecting construction weighing up to 50 lbs
- Sitting for extended periods of time
- Stooping, twisting, or crouching for performance of inspections, surveying and monitoring construction projects
- Required to follow all County and Precinct safety policies and procedures

**Other Requirements:**

Regular attendance is essential. Incumbent must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Incumbent must have the ability to work well with others. Incumbent must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

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