



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

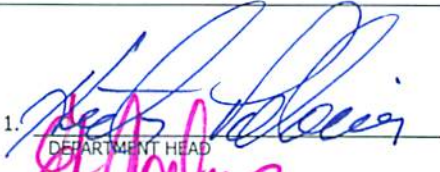


Manage the construction, reconstruction and/or renovation of drainage system in Pct. 2

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

# HIDALGO COUNTY PRECINCT # 2

**Job Title: Excavator Operator**

**FLSA: Non-Exempt**

**Dept No: 122**

**Civil Service: Non-Exempt**

## ***SUMMARY:***

Employee will operate excavator at existing drainage ditches and/or construction of future projects within the County's jurisdiction.

## ***ESSENTIAL DUTIES and RESPONSIBILITIES:***

- Knowledge in methods and procedures of excavation in the manner in which it is designed while observing all safety rules.
- Inspect equipment for proper functioning & safety on a daily basis.
- Working near water, high places, slippery and uneven surfaces.
- Traveling from site to site.
- Assist Haul Truck Operator when machine is being loaded or unloaded at construction site.
- Ability to perform and/or assist mechanic with proper mechanical maintenance of excavator.

## ***EDUCATION and/or EXPERIENCE:***

- High school diploma or GED preferred.
- Must be able to work with a crew or independently.
- Follow written and oral instructions, ability to perform duties with limited supervision.
- Bilingual preferred.
- Two (2) to three (3) years experience in laying storm drain lines.
- Must be able to dig in excess of ten (10) feet deep.
- Must be able to read blue prints and cut sheets.
- Must be able to use the laser level equipment.
- Must be able to set box and graded inlets.

## ***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:***

- Must be able to work extended hours during emergency circumstances; related to weather conditions.
- Will be exposed to environmental elements/weather while working.
- Must be able to sustain 6-7 hours of continuous work requiring sitting for long periods of time.
- Being able to endure tractor motion, exposure to noise, dust and dirt and working in high places.
- Employee may be assigned other 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 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.

***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
- 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.