

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

This employee will be responsible to screening and disposing of all waste
material received at the Hidalgo County Precinct 1 Collection Station.

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

N/A

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

N/A

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

Employee that is out of FMLA is Mr. Antonio Marroquin. There is no anticipated date
set from his treating physician.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Shylia D. Handy 11-05-08
DEPARTMENT HEAD DATE
2. HUMAN RESOURCES DIRECTOR DATE
3. DEPARTMENT OF BUDGET & MANAGEMENT DATE
4. COMMISSIONERS COURT APPROVAL DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

PERSONNEL PROCEDURES COMPLETED

YES NO

BUDGET PROCEDURES COMPLETED

YES NO

HIDALGO COUNTY SANITATION/LANDFILL

Job Title:	Attendant	FLSA Status:	Non-Exempt
Department:	121	Civil Service Status:	Non-Exempt

SUMMARY

Responsible for screening and disposing of all waste material received at the Hidalgo County 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

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

EDUCATION and/or EXPERIENCE

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

CERTIFICATES, LICENSES, REGISTRATIONS

- Employee must have proof of a current valid Texas Motor Vehicle Operator's license.
- Must be able to be insured by the County's insurance carrier.

PHYSICAL DEMANDS

The physical demands described here 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 fingers, 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 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 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:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decision and using good judgment
- handling financial affairs effectively and honestly
- maintaining confidentiality
- 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 departments' safety regulations.

ditions v.