

## HIDALGO COUNTY

## Facilities Management Department

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**JOB TITLE:** Building Maintenance Manager**FLSA STATUS:**

EXEMPT

**DEPARTMENT:** 220**CIVIL SERVICE STATUS:** NON-EXEMPT

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**GENERAL JOB DESCRIPTION:**

The Building Maintenance Manager oversees and directs the Building Maintenance Division of the Facilities Management Department. The Manager is responsible for the overall cleanliness, and the neat appearance of all County buildings, including the County Courthouse. The Manager is also responsible for ground maintenance and the landscaping of all county buildings and property. Performs advanced and complex (senior-level) building maintenance planning and scheduling tasks. Work involves supervising custodial staff, scheduling, assigning and inspecting work and tasks performed by custodial units, and requisitioning required supplies and equipment. The Manager works under limited supervision with extensive latitude for the use of initiative and independent judgment.

**EXAMPLES OF WORK PERFORMED:**

1. Manages and directs the Building Maintenance Division staff in the performance of their duties;
2. Manages the performance of general custodial functions such as sweeping, mopping, and dusting; the cleaning of office furniture, walls, windows, and floors; and the emptying of trash;
3. Plans, schedules, and implements periodic major maintenance of all county building flooring;
4. Coordinates the inspection of buildings for cleanliness, completed work, and needed repairs;
5. Coordinates the requisition and distribution of supplies and equipment, and maintains records of supplies needed and used;
6. Manages staff regarding job, workload, and job priorities;
7. Coordinates work assignments with other departments to ensure efficient and effective use of all resources;
8. Coordinates and oversees cleaning, maintenance, and minor construction projects;
9. Reviews and maintains reports of work activities;
10. Prepares reports on functions of Building Maintenance Division;
11. Maintains records related to inspections, maintenance, personnel records, and budget.
12. Interviews and selects custodial and other assigned staff positions;
13. Prepares budgets for staff, equipment, and supplies;
14. Plans, assigns, and/or supervises the work of others;

NEW

15. Performs related work as assigned.

**MINIMUM QUALIFICATIONS:**

A bachelor's degree from an accredited college or university in business administration, public administration, facility management, or related field and five (5) years experience of increasingly responsible experience in the management of building facilities management, of which at least two (2) years of which shall have been managing staff and with responsibility for division budget planning and administration is required. Additional experience may be substituted for the required education with a maximum substitution of two (2) years.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

1. Must possess a valid Texas Motor Vehicle Operator's License;
2. Must be able to be insured by the County's insurance carrier.

**OTHER SKILLS, KNOWLEDGE, AND ABILITIES:**

1. Knowledge of cleaning techniques and procedures, of inventory control principles and methods, and of safety and infection-control regulations and procedures.
2. Skill in the use of custodial materials and chemicals and in the operation and maintenance of custodial equipment.
3. Ability to inspect work areas; to plan, organize, and coordinate work projects; to prepare operating budgets; and to plan, assign, and/or supervise the work of others.

**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 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 up to 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. 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:

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

Maintain mental capacity which permits:

1. Making sound decisions and using good judgment
2. Demonstrating intellectual capabilities

Effectively handle work environments and conditions which involve;

1. Working closely with others
2. Working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

1. Making observations
2. Reading and writing
3. Operating assigned equipment
4. Communicating with others

**ACCIDENT PREVENTION PROGRAM:**

Employee is required to follow all County and departmental safety regulations.

NEW

## HIDALGO COUNTY

### Facilities Management Department

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**JOB TITLE:** OPERATIONS OFFICE MANAGER      **FLSA STATUS:** ~~NON~~-EXEMPT

**DEPARTMENT:** 220      **CIVIL SERVICE STATUS:** NON-EXEMPT

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#### **GENERAL JOB DESCRIPTION:**

The Operations Office Manager performs advanced (senior-level) work coordinating and overseeing high-level administrative operations of the Facilities Management Department. May assign and/or supervise the work of others. Performs advanced clerical work in areas such as budget management, bookkeeping, inventory control, statistics, employment, human resources, purchasing, and accounting. The Manager is responsible for providing office management services to the Facilities Management Department including overseeing office services and efficiency, supervising Operations Division office staff and maintaining office records for the Facilities Management Department. The Manager works under limited supervision with considerable latitude for the use of initiative and independent judgment.

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

1. Manages and directs the Operations Division staff in the performance of their duties;
2. Oversees the planning, execution, and reporting of department administrative functions;
3. Develops administrative procedures, standards, and methods;
4. Coordinates work assignments with other County departments to ensure efficient and effective use of all resources;
5. Reviews and maintains reports of work activities;
6. Prepares reports on functions of the Operations Division;
7. Maintains records related to personnel records and budget;
8. Interviews and selects assigned staff positions;
9. Prepares budgets for staff, equipment, and supplies;
10. Organizes office operations and procedures;
11. Supervises Operations Division office staff;
12. Performs related work as assigned

#### **MINIMUM QUALIFICATIONS:**

A bachelor's degree from an accredited college or university in business administration, public administration, management, or related field and five (5) years experience of increasingly responsible experience in office management, of which at least two (2) years shall have been managing staff and with responsibility for division budget and planning. Additional experience may be substituted for the required education with a maximum substitution of two (2) years.

NEW

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 functions.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must possess a valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's insurance carrier.

**OTHER SKILLS, KNOWLEDGE, AND ABILITIES:**

1. Knowledge of office practices and administrative procedures.
2. Skill in standard office equipment and software.
3. Ability to implement administrative procedures and to evaluate their effectiveness.
4. Ability to interpret rules, regulations, policies, and procedures.
5. Ability to communicate effectively, to train others, and to supervise the work of others.

**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 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 up to 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. 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

NEW

- Operating assigned equipment

Maintain mental capacity which permits:

- Making sound decisions and using good judgment
- 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:**

Employee is required to follow all County and departmental safety regulations.

# HIDALGO COUNTY

NEW

## Facilities Management Department

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**JOB TITLE:** Infrastructure Systems Manager

**FLSA STATUS:**

EXEMPT

**DEPARTMENT:** 220

**CIVIL SERVICE STATUS:** NON-EXEMPT

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### GENERAL JOB DESCRIPTION:

Oversees the Infrastructure Systems Division of the Facilities Management Department. The Manger is responsible for the overall preventative maintenance of critical building infrastructure systems, and for overseeing all construction, repairs and renovations for County buildings. Performs highly advanced (senior-level) supervisory maintenance and construction work. Work involves overseeing maintenance and construction staff; scheduling and assigning work; requisitioning materials and supplies; estimating work hours and materials required for projects; and coordinating activities with contractors and management. Plans, assigns, and/or supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

### EXAMPLES OF WORK PERFORMED:

1. Manages and directs the Infrastructure Systems Division staff in the performance of their duties;
2. Oversees and assigns work to maintenance and construction staff;
3. Oversees and schedules preventative maintenance programs;
4. Oversees the preparation of or prepares estimates of work hours, materials, and resources required for projects;
5. Oversees the preparation of or prepares reports and maintains records of repair.
6. Schedules and inspects completed work including buildings, equipment, and grounds; and reports inspection findings to staff and management;
7. Confers with staff regarding job, workload, and job priorities;
8. Coordinates work assignments with other supervisors to ensure efficient and effective use of all resources;
9. Coordinates work of outside contractors and advises management on specifics of proposed or ongoing projects;
10. Approves and initiates requisitions for materials and supplies;
11. Prepares reports on functions of Infrastructure Systems Division;
12. Maintains records of repairs;
13. Prepares instructions for machinery operators;
14. May administer proficiency tests;
15. May prepare budget requests;
16. May participate in planning programs involving physical plant, grounds, or service industries;

17. Plans, assigns, and/or supervises the work of others;
18. Performs related work as assigned.

NEW

**MINIMUM QUALIFICATIONS:**

A bachelor's degree from an accredited college or university in engineering, construction, or related field and five (5) years experience of increasingly responsible experience in overseeing building infrastructure maintenance, repairs and renovations, of which at least two (2) years shall have been managing staff and with responsibility for division budget planning and administration. Additional experience may be substituted for the required education with a maximum substitution of two (2) years.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must possess a valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's insurance carrier.

**OTHER SKILLS, KNOWLEDGE, AND ABILITIES:**

1. Knowledge of building and ground maintenance; of construction techniques; of plumbing and heating systems; of electrical systems; of fire and safety regulations and procedures; of painting, carpentry, and welding techniques; of steel fabrication; and of local building codes.
2. Skill in the use of tools and equipment; and in troubleshooting causes for maintenance issues.
3. Ability to interpret blueprints, drawings, and specifications; to develop effective work methods; to organize preventative maintenance programs; to estimate work hours and plan work schedules; to plan, assign, and/or supervise the work of others.

**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 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 up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

NEW

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters 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 decisions and using good judgment
- 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:**

Employee is required to follow all County and departmental safety regulations.

HIDALGO COUNTY

NEW

Facilities Management Department

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JOB TITLE: SUPPORT SERVICES SUPERVISOR      FLSA STATUS:      NON-EXEMPT  
DEPARTMENT: *JFO*      CIVIL SERVICE STATUS: NON-EXEMPT

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**GENERAL JOB DESCRIPTION:**

This classification level provides administrative support requiring independent decision making and complex reporting in support of departmental functions. Under the direction of the Operations Office Manager, is responsible for overseeing the management and reporting of all Facilities Management Department functions, including but not limited to work orders, job requests, and preventative maintenance schedules. Responsible for reporting to the Operations Office Manager on workload, schedules, and trends.

**EXAMPLES OF WORK PERFORMED:**

1. Oversees the data input, tracking, scheduling, assigning, and reporting of all Facilities Management Department functions;
2. Establishes and maintains a computerized maintenance work order management system for all work orders, job requests and preventative maintenance schedules;
3. Prepares reports on all activities related to departmental functions, including work orders, job requests, and preventative maintenance;
4. Maintains data on workload, schedules, and trends;
5. Responsible for departmental equipment inventory control;
6. Supervises staff as assigned;
7. Performs related work as assigned.

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited four-year college or university with major course work in Business Administration, or related field. Experience in administrative support work related to accounting, bookkeeping, or office management. Experience and education may be substituted for one another.

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 functions.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must possess a valid Texas Motor Vehicle Operator’s License;

- Must be able to be insured by the County's insurance carrier.

NEW

### **OTHER SKILLS, KNOWLEDGE, AND ABILITIES:**

1. Knowledge of office practices and administrative procedures.
2. Skill in standard office equipment and software.
3. Ability to implement administrative procedures and to evaluate their effectiveness.
4. Ability to interpret rules, regulations, policies, and procedures.
5. Ability to communicate effectively, to train others, and to supervise the work of others.

### **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 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 up to 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. 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 decisions and using good judgment
- Demonstrating intellectual capabilities

Effectively handle work environments and conditions which involve;

- Working closely with others

NEW

- 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:**

Employee is required to follow all County and departmental safety regulations.

01D

## HIDALGO COUNTY BUILDINGS & GROUNDS DEPARTMENT

<b>Job Title:</b>	<b>Executive Assistant</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Dept No:</b>	<b>220-001</b>	<b>Service Status:</b>	<b>Non-Exempt</b>

**SUMMARY:**

This is a highly confidential position that requires decision-making and county policy implementation. Provides administrative and organizational support to the Buildings and Grounds Director including researching data and producing reports on various department concerns/activities. Acts in the capacity of a supervisor, coordinating activities and reports, addressing personnel concerns, receiving inquiries and work orders from county departments, and representing the Department Head at meetings/trainings as directed.

**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;

**EDUCATION and/or EXPERIENCE**

- High School Diploma or GED;
- Must have at least five (5) years of experience working in a professional, administrative capacity;

**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**

- Employee may be assigned other duties; duties may change according to the changing needs of the County;

**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 fifty (50) 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;
- handling financial affairs effectively and honestly;
- maintaining confidentiality;
- 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;

01D

## HIDALGO COUNTY COMMISSIONERS COURT

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<b>Job Title:</b>	Building and Grounds Director	<b>FLSA Status:</b>	Exempt
<b>Dept No:</b>	220-001	<b>Service Status:</b>	Exempt

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**SUMMARY:**

The Hidalgo County Building and Grounds Director will direct activities of workers engaged in operating and maintaining and repairing physical structures and equipment in all county buildings; and for the implementation of an operations and maintenance program in the Building and Grounds and Minor Structures Department.

The Building and Grounds Director is appointed by and serves at the will of the Hidalgo County Commissioners' Court.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversees the operation and maintenance of building, grounds and related support services;
- Implements preventative maintenance, equipment replacement and energy conservation programs;
- Inspects facilities and equipment to determine need and extent of services, equipments required, and type and number of operation and maintenance personnel needed;
- Assigns workers to duties such as maintenance, repair, or renovation and obtains bids for additional work from outside contractors and inspects completed work for conformance to blueprints, specifications and standards;
- Directs contracted projects to verify adherence to specifications;
- Oversee purchases of building and maintenance supplies, machinery, equipment and furniture;
- Plans and administers building department budget;
- Compiles records of labor and material costs for operating budget, and studies production schedules and estimates worker hour requirements for completion of job assignment, and may obtain advice from engineering consultants;
- Conducts quarterly maintenance inspections of each county-owned facility. Provides a summary of maintenance recommendations to Commissioners' Court;
- Evaluates long term needs in relation of major projects and property improvements and develops a five-year plan outline same in cooperation with consultants;
- Provides staff training in a variety of safety and maintenance topics;
- Conducts safety inspections and related training;
- Selects, trains, evaluates and supervises assigned staff;
- Performs other duties as assigned;

01D

**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;

1. Broad background and knowledge in building maintenance and repair, building codes and regulation and project oversight.
2. Ability to manage multiple projects in an environment of rapid growth and change.
3. Good communication and interpersonal skills.

**EDUCATION and/or EXPERIENCE**

- Minimum of Associates Degree in Architecture or Engineering and/or eight (8) years experience in construction, management or related field with four (4) years as a supervisor required.

**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**

- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County;

**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 fifty (50) 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;
- handling financial affairs effectively and honestly;
- maintaining confidentiality;
- 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;

# HIDALGO COUNTY

## Facilities Management Department

Deleted

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**JOB TITLE:** GENERAL FOREMAN

**FLSA STATUS:**

EXEMPT

**DEPARTMENT:** 220

**CIVIL SERVICE STATUS:** NON-EXEMPT

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### **GENERAL JOB DESCRIPTION:**

Primary function is to plan and coordinate daily job assignments and ensure that they are completed in a safe and efficient manner; Supervises, instructs, trains and insures compliance with operating theory, practices, policies and safety standards.

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

1. Plans, coordinates and schedules work for assigned crews;
2. Supervises the proper assignment, maintenance, and repair of equipment as needed;
3. Determines action to be taken in event of emergencies such as machine, equipment, power failure, flood, fire, wind, snow, etc;
4. Advises Supervisor on items needed for annual budget;
5. Coordinates job assignments with employees and other departments as needed;
6. Directs and coordinates activities of personnel;
7. Ensures that assignments are completed and handled in a safe and efficient manner;
8. Operates road right-of-way bridge maintenance equipment;
9. Requires regular contact within the department and with other departments, outside agencies or the general public, supplying or seeking information;
10. Responsible for orienting and training others, and assigning and reviewing their work;
11. May be required to review and evaluate reports, records, logs and graphs;
12. Orders materials and equipment to be used by the department to complete work;
13. Supervises, instructs, trains and insures compliance with operating theory, practices, policies and safety standards;
14. Responsible to meet department productivity and goals;
15. Maintains maintenance of vehicle and/or equipment;
16. Performs related work as assigned.

### **MINIMUM QUALIFICATIONS:**

Five (5) years related experience; Graduation from a high school or equivalent; Vocational or other technical school, certification, training or apprenticeship required beyond high school; Experience and education may be substituted for one another.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must possess a valid Texas Motor Vehicle Operator's License;

- Must be able to be insured by the County's insurance carrier.

**OTHER SKILLS, KNOWLEDGE, AND ABILITIES:**

Deleted

1. Knowledge of inventory control processes and systems
2. Ability to read and explain applicable laws and regulations
3. Ability to give work assignments and to supervise the work of others
4. Good organizational skills
5. Ability to understand oral and written directions

**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 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 up to 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. 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 decisions and using good judgment
- 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

Deleted.

**ACCIDENT PREVENTION PROGRAM:**

Employee is required to follow all County and departmental safety regulations.