

## HIDALGO COUNTY

Job Title: Laborer – Drainage/Construction

FLSA: Non-Exempt

Dept No: 123

Civil Service: Non-Exempt

### **SUMMARY:**

Employee will perform basic clean up and maintenance of Hidalgo County.

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

- Perform maintenance duties as directed.
- Trimming; mowing grass and brush along drain ditch and guard rails.
- Mending fences.
- Central burning, installing drain pipes.
- Upkeep yard at shop.
- To perform this job successfully, and individual must be able to perform each essential duty satisfactorily.

### **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 preferred.
- Bilingual preferred.

### **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.

### **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.
- 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 department's safety regulations.

# HIDALGO COUNTY

## Drainage Improvement Project

---

<b>Job Title:</b>	<b>Assistant Director Of Construction</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Dept No:</b>	123	<b>Civil Service Status:</b>	<b>Exempt</b>

---

### **SUMMARY:**

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 reconstruction of assigned drainage projects.

The position of the Assistant Director Of Construction is appointed by and serves at the will of the County Commissioner.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties functions.

**EDUCATION and/or EXPERIENCE**

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

**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**

- Knowledge of drainage system design, construction, and/or maintenance practices and standards including construction equipment and materials, pertinent codes, statutes, regulations, and laws affecting assigned projects.
- Ability to effectively supervise the work of others, establish and maintain effective work relationships with other supervisor staff, employees, outside agencies, and the general public.
- Skill in designing water, sanitary sewer, and drainage improvement projects.

**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. 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 hazardous materials. Employee is frequently exposed to solar radiation when carrying out essential duties.

The noise level in the work environment is usually moderate to loud.

**SAFETY REQUIREMENTS:**

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

- sitting and standing 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 department's safety regulations.