



HIDALGO COUNTY

RECLASSIFICATION COMMITTEE ADJUSTMENT RECOMMENDATION FORM

DEPARTMENT NAME: FACILITIES MANAGEMENT

DATE: 01/28/10

DEPARTMENT NUMBER: 220

PROGRAM NUMBER: 001

CURRENT SLOT #: 097

DEPARTMENT RECLASSIFICATION REQUEST

CURRENT

CARPENTER/ PAINTER

\$23,891.00

Classification/Position Title

Pay Grade/Salary

REQUESTED ADJUSTMENT:

WELDER I

\$23,891.00

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

WELDER I

\$23,891.00

Classification/Position Title

Pay Grade/Salary

COMMENTS:

NO BUDGETARY IMPACT. TITLE CHANGE ONLY.

SIGNATURES


Human Resources Representative


Date 1/29/2010


County Treasurer Representative


Date 01/29/10


Budget & Management Representative


Date 1/29/2010

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

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

During the Organizational Realignment analysis, it was discovered that this position was misclassified. This employee actually performs Welding work and not Carpentry/Painting; therefore, a position reclassification was deemed necessary. Please refer to attached job description.

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.		DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.		DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

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HIDALGO COUNTY

Job Title:	Carpenter/Painter	FLSA Status:	Non-Exempt
Department:	220	Civil Service Status:	Non-Exempt

SUMMARY

To perform skilled work in the area of construction, alteration, repair and installation of fixtures, buildings and structures throughout the County of Hidalgo. Maintains county structures and furniture in a safe condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans and completes construction of cabinets, shelves, and partitions
- Must be able to assemble furniture using instructions, plans, specifications and work orders.
- Selects material and hardware and makes time and material estimates.
- Repairs and replaces doors, windows, flooring, ceiling materials, glass, building hardware, screens, plastic laminate, etc.
- Constructs and repairs outdoor equipment including fences, gates, etc.
- Detects needed repairs on buildings, grounds and equipment by following inspection procedures.
- Replaces, repairs and finishes furniture, cabinets, fixtures, woodwork, etc.
- Receives and completes work orders.
- Maintains accurate records on material and labor used.
- Maintains inventory of county owned tools, equipment and materials.
- Inspects jobs upon completion and ensures areas are clean.
- Paints
- Regular attendance
- Ability to work well with others.
- Performs such other duties as may be assigned.

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
- Three (3) years experience as a skilled carpenter/painter is preferred
- Must be able to read and write English

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CERTIFICATES, LICENSES, REGISTRATIONS

- 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, kneel, crouch, or crawl

The employee must occasionally lift and/or move over one-hundred (100) 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.

The employee regularly works near moving mechanical parts. The employee frequently works in high, precarious places and is occasionally exposed to extreme heat. The employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SAFETY REQUIREMENTS

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

- 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

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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.

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New

**HIDALGO COUNTY
FACILITIES MANAGEMENT DEPARTMENT**

Job Title: Welder I **FLSA Status: Non-Exempt**
Dept No: 220-001 **Civil Service Status: Non-Exempt**

SUMMARY:

Under the direct supervision of the General Foreman and Assistant Project Manager, individual will perform a majority of the welding and fabrication tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Weld fabricates and assembles parts and equipment for Hidalgo County automotive, heavy equipment and minor structures.
- Modify and repair body and parts.
- Weld braises, solder and cut steel, stainless and aluminum by torch and large portable welder.
- Maintain and repair shop equipment.
- May be required to work at different job sites through out the Hidalgo County Jurisdiction.

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 EXPERIENCE:

- High School graduate or GED, equivalent.
- Must be able to read and write in English.

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
- Must have liability insurance

OTHER SKILLS AND ABILITIES:

- Individuals must possess knowledge of methods, materials, equipment and tools used in all types of welding.
- Operate internal combustion engine and hydraulic equipment.
- Work independently in the absence of supervisor
- Understand and follow oral and written directions
- Will be required for extended periods of time shop environment to head, dust, dirt and noise.

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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 climb and 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, kneel, crouch, or crawl.

The employee must occasionally lift and/or move over one-hundred (100) 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.

The employee regularly works near moving mechanical parts. The employee frequently works in high, precarious places and is frequently exposed to risk of electric shock.

The noise level in the work environment is usually loud.

SAFETY REQUIREMENTS:

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

- walking and climbing 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.