



# HIDALGO COUNTY

## RECLASSIFICATION COMMITTEE ADJUSTMENT RECOMMENDATION FORM

DEPARTMENT NAME: FACILITIES MANAGEMENT

DATE: 01/28/10

DEPARTMENT NUMBER: 220

PROGRAM NUMBER: 001

CURRENT SLOT #: 0072

### DEPARTMENT RECLASSIFICATION REQUEST

#### CURRENT

ASSISTANT PROJECTS MANAGER

\$32,760.00

Classification/Position Title

Pay Grade/Salary

#### REQUESTED ADJUSTMENT:

FOREMAN

\$34,360.00

Classification/Position Title

Pay Grade/Salary

### COMMITTEE RECOMMENDATION

FOREMAN

\$34,360.00

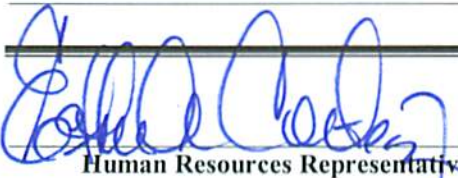
Classification/Position Title

Pay Grade/Salary

#### COMMENTS:

NET INCREASE OF \$1,600.00.

### SIGNATURES

  
Human Resources Representative

  
Norma G. Garcia  
County Treasurer Representative

  
Budget & Management Representative

Date

01/29/10

Date

1/29/2010

Date



**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 determined that a Foreman position was necessary to oversee and be responsible for construction and renovation projects. This vacant position is being reclassified to accommodate this need. 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. | <br>DEPARTMENT HEAD                   | DATE<br>1/29/2010 | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 2. | <br>HUMAN RESOURCES DIRECTOR          | DATE<br>1/29/2010 | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <br>DEPARTMENT OF BUDGET & MANAGEMENT | DATE<br>1/29/2010 | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL   | DATE              |                                   |   |                             |

01D

## HIDALGO COUNTY FACILITIES MANAGEMENT DEPARTMENT

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

**SUMMARY:**

Assists Project Manager responsible for the coordination and completion of construction projects. Assists in overseeing all aspects of projects also assists the Project Manager in setting deadlines, assigning responsibilities, monitoring and summarizing progress of projects. Assists in preparing reports for upper management regarding status of projects.

**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**

- Requires a bachelor's degree and;
- At least five (5) years of experience in the field or in a related area.
- Familiar with a variety of the field's concepts, practices, and procedures to include; electrical, plumbing, HVAC, carpentry, ect.

**RESPONSIBILITIES:**

- Assists in being accountable for overall performance and delivery of defined scope(s) of work as indicated by customer satisfaction, quality of products and/or service provided, level of profitability attained and other such measures as may be designated.
- Assists in serving as a customer contact and assist in managing overall company customer interface relationships for defined scope(s) of work to ensure responsiveness to customer needs and effective professional conduct.
- Assists in providing functional and technical guidelines to consulting staff and management. Assists in performing as a project lead on advanced specialized projects or in resolution of technical problems that would critically impact performance, schedule or cost.
- Assists in developing project schedules and documentation; assists in defining and assigning work to consulting assigned to projects; assist in monitoring and controlling work in progress for technical adequacy; and assists in providing active assistance to meet schedules or resolve complex technical or customer requirements.
- Assist in reporting progress to appropriate levels of management and customers.

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- Assists in mentoring and coaching assigned personnel to enhance performance and encourage professional development.
- Assists in working with client executives to facilitate organizational change programs and realize business goals.

**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**

- Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Assists the Project Manager in leading and directing the work of others.
- A wide degree of creativity and latitude is expected. Typically reports to a project manager or head of unit/director.
- 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;

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- 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:

REVISED

**FOREMAN**

**GRADE: 07**

**GENERAL DESCRIPTION**

Primary function is to plan and coordinate daily job assignments with the Area Supervisor and ensure that they are completed in a safe and efficient manner.

**EXAMPLES OF WORK PERFORMED**

Estimates cost and orders supplies

Maintain Inventory Control

Keeps inventory on hand tools & coordinates repairs as needed

Coordinates job assignments with employees and other departments as needed

Ensures that assignments are completed and handled in a safe and efficient manner

Operates road right-of-way bridge maintenance equipment

Performs duties associated with the position of Heavy Equipment Operator

Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures

Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance

Requires regular contact within the department and with other departments, outside agencies or the general public, supplying or seeking information

Responsible for orienting and training others, and assigning and reviewing their work

Typically works outside, high noise environment, high dust, dirt, grease environment; Works alone or closely with others; Requires extensive safety training and/or protective devices, regular exposure to moving machinery and/or vehicles; Works on slippery or uneven surfaces, works above or below ground level; Regular exposure to chemicals, solvents, fumes and/or gases; Regular exposure to weather including heat, cold, dampness and/or humidity; Works in water; Typically standing and/or walking, typically bending, crouching and stooping; Typically pushing and/or pulling, light lifting or carrying 25lbs or less moderate lifting or carrying 25-50 lbs, heavy lifting or carrying 50 lbs or more; Using tools requiring high dexterity, driving and/or operating heavy equipment

Responsible to meet department productivity and goals

Maintains maintenance of vehicle and/or equipment

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Two (2) 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 have a current valid Texas Motor Vehicle Operator's License.
- Must be able to be insured by the County's insurance carrier

### **Knowledge, Skills, and Abilities**

Knowledge of inventory control processes and systems

Ability to read and explain applicable laws and regulations

Ability to give work assignments and to supervise the work of others

Good organizational skills

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.

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 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 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.

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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations