



HIDALGO COUNTY

RECLASSIFICATION COMMITTEE ADJUSTMENT RECOMMENDATION FORM

DEPARTMENT NAME: FACILITIES MANAGEMENT

DATE: 01/28/10

DEPARTMENT NUMBER: 220

PROGRAM NUMBER: 001

CURRENT SLOT #: 0079, 0080, 0081

DEPARTMENT RECLASSIFICATION REQUEST

CURRENT

GROUNDSKEEPER

\$22,800.00

Classification/Position Title

Pay Grade/Salary

REQUESTED ADJUSTMENT:

MAINTENANCE II

\$22,800.00

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

MAINTENANCE II

\$22,800.00

Classification/Position Title

Pay Grade/Salary

COMMENTS:

NO BUDGETARY IMPACT. TITLE CHANGE ONLY.

SIGNATURES

Josue Colley
Human Resources Representative

1/29/2010
Date

Norma G. Garcia
County Treasurer Representative

01/29/10
Date

Rene Delgado
Budget & Management Representative

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 discovered that this position was misclassified. This employee actually performs General Maintenance work and not only Groundskeeping duties; therefore, a position reclassification was deemed necessary.

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

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|----|-----------------------------------|------|-----------------------------------|-----------------------------------------|-----------------------------|
| 1. | DEPARTMENT HEAD | DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | HUMAN RESOURCES DIRECTOR | DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

01D

HIDALGO COUNTY

JOB TITLE: GROUNDSKEEPER

FLSA STATUS: NON-EXEMPT

DEPARTMENT: 220

CIVIL SERVICE STATUS: NON-EXEMPT

GENERAL JOB DESCRIPTION:

Maintain building grounds.

EXAMPLES OF WORK PERFORMED:

1. Mows and edges grass
2. Trims trees and hedges
3. Keeps grounds clear of trash and empties and changes trash containers
4. Maintains equipment and machines in working order; keeps shop area clean
5. Loads and transports furniture and belongings of residents
6. Performs all other related duties as assigned

MINIMUM QUALIFICATIONS:

High school diploma or GED. Knowledge of grounds maintenance machinery; ability to use and store pesticides and fertilizers; ability to use grounds maintenance machinery.

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 REQUIREMENTS:

Regular attendance is essential. Incumbent must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Incumbent must have the ability to work well with others. Incumbent must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

01D

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.

This position may require overtime, rotating shifts nights, evenings, weekends and holiday work. Candidates must have the ability to pass a criminal background investigation prior to employment.

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.

ACCIDENT PREVENTION PROGRAM:

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

REVISED

MAINTENANCE II

GRADE: 03

GENERAL DESCRIPTION

Performs routine (journey-level) building maintenance and construction work; Work involves maintaining and repairing buildings, utility systems, and stationary equipment, and operating motorized equipment; May train others; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs maintenance and repair work such as plumbing, masonry, welding, carpentry, painting, electrical, mechanical, refrigeration, ventilation, or heating

Maintains records on work orders or projects

May assist with the maintenance and repair of machinery, equipment, systems, or components

May construct and repair equipment

May perform inspections of operating machinery, equipment, and systems

May make repairs to telephone systems and install wiring for new installations

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two to three (2-3) years of experience in building maintenance and repair work; Graduation from a standard senior high school or equivalent is generally preferred. 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 the repair, maintenance, and operation of buildings and electrical systems

Skill in the use of tools and equipment

Ability to perform maintenance; to follow instructions; to work from drawings, diagrams, or sketches; and to train 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.

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