



HIDALGO COUNTY

RECLASSIFICATION COMMITTEE ADJUSTMENT RECOMMENDATION FORM

DEPARTMENT NAME: FACILITIES MANAGEMENT

DATE: 01/28/10

DEPARTMENT NUMBER: 220

PROGRAM NUMBER: 001

CURRENT SLOT #: 0049

DEPARTMENT RECLASSIFICATION REQUEST

CURRENT

MAINTENANCE

\$22,345.00

Classification/Position Title

Pay Grade/Salary

REQUESTED ADJUSTMENT:

CARPENTER I

\$22,345.00

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

CARPENTER I

\$22,345.00


Classification/Position Title

Pay Grade/Salary

COMMENTS:

NO BUDGETARY IMPACT. TITLE CHANGE ONLY.

SIGNATURES

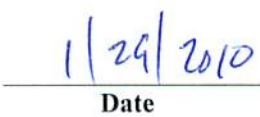

Human Resources Representative


Date


County Treasurer Representative


Date


Budget & Management Representative


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 Carpentry work and not General Maintenance; 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.	 DEPARTMENT HEAD	1/29/2010 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	1/29/2010 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	1/29/2010 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY BUILDINGS & GROUNDS

UID

Job Title:	Maintenance	FLSA Status:	Non-Exempt
Dept No:	220-001	Civil Service Status:	Non-Exempt

SUMMARY:

Performs a wide variety of building maintenance activities to improve the functioning and appearance of County buildings and facilities; assists with painting, plastering and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs a variety of preventive maintenance routines on building components and facilities.
- Assists with painting and roofing work.
- Replaces and repairs electric and manual locks and keys and re-keys locks.
- Paints, plasters and cleans county owned buildings and surrounding areas.
- Gathers and disposes of trash in county buildings and facilities.
- Moves furniture, boxes, and related material when necessary.
- Sets up tables and chairs for various events.
- Cleans, strips, waxes and buffs floors: vacuums and cleans carpets.
- Unlocks and locks all buildings.
- Replaces lights and ballast as needed.
- Assists with plumbing, air conditioning, and electrical problems.
- Maintains all county yards: trash clean up, landscaping, mowing, and trimming plants and trees.
- Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs.
- Cleans grounds and removes litter.
- Plants grass, flowers, trees and shrubs.
- Water lawn and shrubs.
- Cleans offices and restrooms.
- Performs minor maintenance repairs on buildings.
- Regular attendance is a must;
- 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:

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- High School Diploma or GED, preferred;
- Two (2) years of increasingly responsible general maintenance experience is preferred.
- Must be able to read and write 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.

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 walk, climb and stand. The employee is required to 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 occasionally works in outside weather conditions. The employee is occasionally exposed to fumes, airborne particles and toxic or caustic chemicals.

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, 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

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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.

REVISED
CARPENTER I

GRADE: 03

GENERAL DESCRIPTION

Performs entry-level food carpentry work; under general supervision, will perform skilled maintenance carpentry work at county facilities.

EXAMPLES OF WORK PERFORMED

Operates various power saws, drills, buffers, grinders, sanders, etc

Fabricates wooden accessories, cabinets, tables, shelves, display cases, frames, moldings, railings, etc

Hang sheetrock, tape and float, textured sheet rock

Repair and replace door locks and knobs

Replace glass on doors and windows

Operates wood working machines, shaper, jointer, router, planer

Uses measuring tapes, transits, levels

Operate pneumatic nail guns and staplers, etc

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two (2) years experience as a journeyman carpenter. Graduation from a standard senior high school or equivalent is generally preferred.

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 materials, equipment, and procedures used in carpentry

Knowledge of applicable building codes

Ability to estimate costs, time, and materials need for 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 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
- 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

