

## **PROGRAM MANAGER**

### **GENERAL DESCRIPTION**

Performs routine (journey-level) administrative and supervisory program work; Work involves assisting in establishing program goals and objectives; Assists in developing program guidelines, procedures, policies, rules, and regulations; Assisting in developing schedules, priorities, and standards for achieving program goals; and assists in evaluating program activities; Provides liaison duties for Precinct 4 Drainage Improvement Projects with Drainage District #1, UCP, Pct 2 DIP; Gathers DIP data for finance reports preparation and/or presentation; Prepares daily DIP GASB reports; Attends DIP pertinent meetings and reports back to Commissioner. Supervises the work of others; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

- Oversees the work of assigned program staff
- Prepares and reviews reports on the effectiveness of program activities
- Confers with staff on program issues and problems
- Assists in planning, implementing, coordinating, monitoring, and evaluating programs
- Assists in the development of program guidelines, procedures, policies, rules, and regulations; and monitors compliance
- Assists in the preparation of program budget requests
- Assists in the preparation of training and operational manuals, educational materials, and information programs
- Assists in conducting special investigations, project analyses, and research studies
- May provide training or technical assistance in a program area
- Supervises the work of others
- Performs related work as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Three (3) years experience in the administration of a program relevant to assignment; Graduation from an accredited four-year college or university with major course work in a field relevant to assignment is generally preferred; Experience and education may be substituted for one another. A licensed realtor knowledgeable in the acquisition of right of way is 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.

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

Knowledge of the principles and practices of public administration and management. Ability to establish goals and objectives, devise solutions to administrative problems, develop and evaluate administrative policies and procedures, and to supervise the work of 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 find, 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

# HIDALGO COUNTY

## Drainage Improvement Project

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**Job Title:** Assistant Director Of Construction    **FLSA Status:** Exempt  
**Dept No:** 124    **Civil Service Status:** Exempt

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### **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.

# HIDALGO COUNTY DEPARTMENT

Precinct No. 4

Job Title: Engineering Technician II FLSA Status: Non-Exempt

Department: 124 Civil Service Status: Non-Exempt

## JOB SUMMARY

Under direction, the Engineering Technician II performs complex responsible sub-professional civil engineering work in support of the department activities; and other related work as required. Supervisor provides occasional instructions; advice, answers questions when necessary, and reviews work occasionally upon completion. A registered professional Engineer or Designer supervises design activity. Employee must have ability to perform effectively with little supervision in various work situations having deviations and irregularities; must be able to interpret engineering field data and incorporate such data into design plans; ability to plan and supervise the work of lower level aides

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs calculations and drafting for design work; includes production of quantity summaries, hydraulic studies, roadway design plans, utility studies, right-of-way maps, traffic control, lighting/signal plans.
- Uses AutoCAD software to prepare & draft engineering plans and profiles; draw charts on statistical data, and update & revise storm, water and base maps and other maps such as beard maps, annexation maps, master atlas and address maps.
- May use Civil/Survey, Earthworks, Design, DTM, COGO, and other interactive graphics design programs.
- Provides information to the public regarding utilities, easements, fences, right-of-way addresses and flood zones.
- Learns additional automated design tools.
- Prepares and drafts engineering plans and profiles, both computerized and free hand.
- May review own work and work done by others in the section for drafting and calculation errors.
- Performs surveys and field work such as inspecting; prepares field notes; designing of presentation maps for other departments
- Works on the reproduction of plans; record keeping of plans. May file and make copies; updates and arranges filing systems.
- Information research for other departments, including utilities, right-of-way, structural, architectural, and mechanical information.
- Writes general notes, specifications, and special provisions.
- May attend specialized design schools.
- May schedule, coordinate and prepare plans and documents for public hearings.
- Ability to work well with others.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES (CONT.)**

Regular attendance is a must.

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. These requirements listed below are representative of the knowledge skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have background knowledge of using AUTOCAD software and preparation of design plans. Knowledge of other equipment use includes printers and plotters, calculator, drafting tools, copier, surveying instrument, and measuring equipment. Must also have some background knowledge on Subdivision Rules and Regulations and preparation of Subdivision plans.

## **EDUCATION and/or EXPERIENCE**

High School diploma and an Associate Degree from a Technical Institute, CAD intermediate level certification and 4 years experience in Computer Aided Drafting and Civil Engineering design

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Employee must have proof of a current valid Texas Motor Vehicle Operators license and current liability insurance.

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. 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 sit and talk or hear. The employee is required to stand; walk; use hands to finger, handle or feel objects, tools or controls, reach with hands and arms and stoop or 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, distance vision, peripheral 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 accommodations may be made to enable individuals with disabilities to perform the

essential functions.

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 departments' safety regulations.