

**HIDALGO COUNTY
ROAD & BRIDGE
PAVED/UNPAVED**

Job Title: Assistant Field Operations Director FLSA Status: NON-Exempt

Department: 123 Civil Service Status: NON-Exempt

SUMMARY

This is a highly confidential position which requires decision making and county policy implementation. This is a supervisory position and the incumbent must demonstrate on-going competence in being able to delegate responsibility as well as instruct and train employees on proper shop procedure and proper equipment/tool handling and training.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the supervision of all precinct road and bridge crews as directed.
- Assists in scheduling work projects, fueling equipment, trouble shooting problem area, maintain county logs and keep inventory of all equipment and supplies.
- Employee may be required to work evenings and weekends as needed.
- Assists in writing specifications for new vehicles and oversees their distribution within the department.
- Assists in writing specifications for new equipment to be purchased.
- Maintains a working relationship with various vendors for sublet work and parts purchased.
- Supervises schedules for subordinate personnel.
- Regular attendance is a must.
- Ability to work well with others.

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 functions.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED) and minimum of two years of supervisory experience; or
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a valid Texas Drivers License, Class C;
- Must be able to be insured by the County's insurance carrier.

OTHER SKILLS AND ABILITIES

- Must be able to supervise and evaluate employees.
- Knowledge of standard practices, methods and skills in the use and care of tools, equipment and materials of vehicle maintenance.
- Knowledge of purchasing and of hazards and safety precautions.
- Ability to establish and maintain working relationships with other county employees, officials and the public.
- Bilingual ability (Spanish and English) with the ability to converse in both languages, preferred.
- 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 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 conditions 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 work environments 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 PRECINT #3 DEPARTMENT

Job Title: Inventory Control Specialist **FLSA Status:** Non-Exempt
Dept No: 123 **Civil Service Status:** Non-Exempt

EDUCATION and/or EXPERIENCE:

- High school diploma or GED.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must have proof of current valid Texas motor vehicle operator's license.
- Must be able to be insured by the County's insurance carrier.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains inventory files and Precinct Level, pertaining to A.) Roadways, B.) Building, C.) Machinery and Equipment, and D.) other structures such as parks and landfills;
- Coordinates with R&B personnel, management, and precinct accounting section, to compile information pertaining to roadway construction i.e. (ROW acquisitions, and roadway paving/improvements)
- Obtains pertinent information for all roadway projects financed with Hidalgo County, Urban County, Colonia Access Program Grants, Capital Improvement Projects Funding, and Subdivision Roadways dedicated to the County;
- Capture information pertaining to Roadway Projects by operating a GPS device and generates progress reports;
- Maintains logbook to record location and assignment of Machinery, Vehicles, and other equipment to precinct personnel;
- Ensures that all Machinery and Equipment is properly tagged and accounted for;
- Prepares monthly reports to be submitted to County Purchasing Department/Fixed Assets Division, pertaining to Roadway construction, Inventory confirmations of equipment, reports on losses, transfers to surplus or to other County Departments;
- Will gather documentation for all Precinct vehicles and submit to Purchasing Department – Fixed Asset Division;
- Works in coordination with Precinct Management, Accounting and Roadway Forman to obtain all necessary information to produce timely and complete reports;
- Obtaining additional information on extra territorial jurisdiction roadway annexation by cities on a quarterly basis to the fixed asset division;
- Provide all properly prepared and signed asset transfer forms;
- Any other duties as 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;

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 twenty-five (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 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;
- 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;