

HEAVY EQUIPMENT OPERATOR I

GRADE: 03

GENERAL DESCRIPTION

Performs entry-level construction and maintenance work; Work involves the specialized operation of heavy and light equipment used for repair, maintenance, and construction programs; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Operates a variety of types of gasoline and diesel equipment and light and heavy equipment involved in construction and maintenance projects, such as graders, backhoes, front-end loaders, forklifts, dump trucks, or related equipment

Prepares daily reports and logs related to quantities of materials used, types of equipment, work hours, and project status

Performs routine and preventive vehicle and equipment maintenance and repair to ensure proper operating conditions

Performs general maintenance/manual labor as required

Performs traffic control set up on job sites to ensure safe working environments

Reports and/or repairs malfunctions on light and heavy equipment

May work on the reconstruction or rehabilitation of streets, surface maintenance, traffic control, or drainage zones

May assist during emergency situations such as floods, severe weather, and accidents

May be required to read and interpret blueprints, drawings, and specifications for road or other construction

Ability to work effectively and cooperatively with other crewmembers

Performs other duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One (1) year of related experience. Graduation from a 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 construction maintenance, repair, and operation of light and heavy equipment, including vehicles

Ability to maintain records of materials, supplies, time, and work performed; and to work effectively with the public

Registration, Certification, and Licensure

May be required to be licensed in a specialty area

May require a valid Texas driver's license and/or commercial driver's license

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:

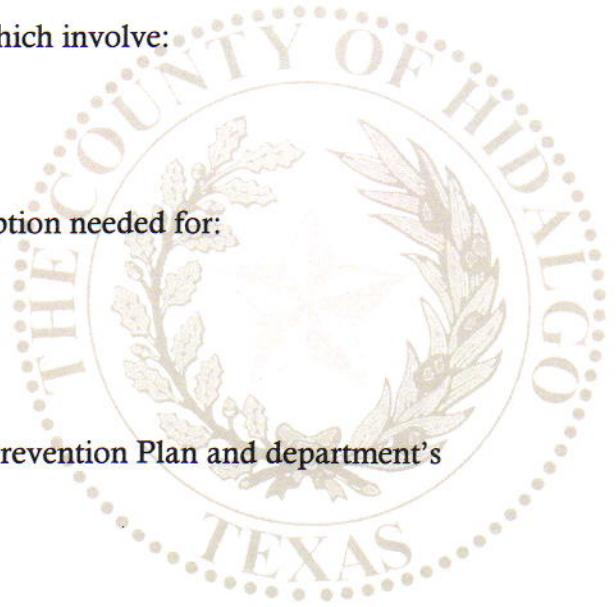
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



GENERAL FOREMAN

GRADE: 09

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

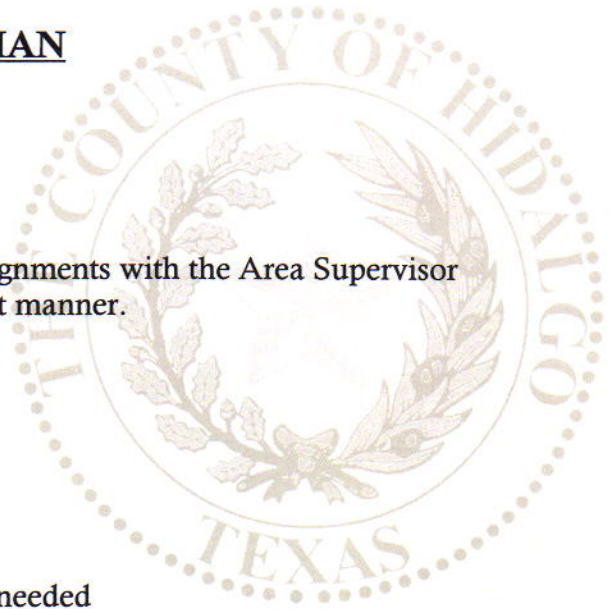
Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance

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; Two (2) years of experience may be substituted for one (1) year of education.

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 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:

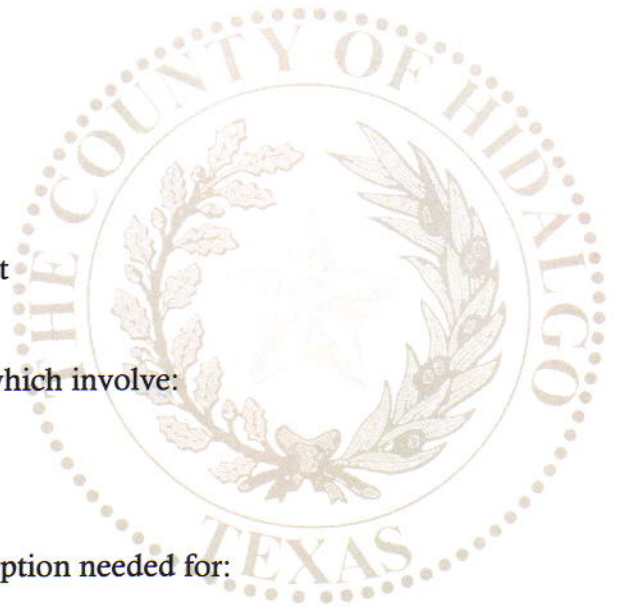
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



TRUCK DRIVER II

GRADE: 05

GENERAL DESCRIPTION

Drive and safely operate a tractor-trailer combo which may include (but is not limited to) the moving of specialized heavy construction equipment involved in the maintenance and construction of County roads.

EXAMPLES OF WORK PERFORMED

Inspects truck before and after trips and submits report indicating truck condition

Reads bill of lading to determine assignment

Fastens chain or binders to secure load on trailer during transit

Loads or unloads, or assists in loading and unloading truck

Works as member of two-person team driving tractor with sleeper bunk behind cab

Services truck with oil, fuel, and radiator fluid to maintain tractor-trailer

Obtains proper signatures or authorization for deliver and/or services

Inventories and inspects goods to be moved

Wraps goods using pads, packing paper, and containers, and secures load to trailer wall using straps

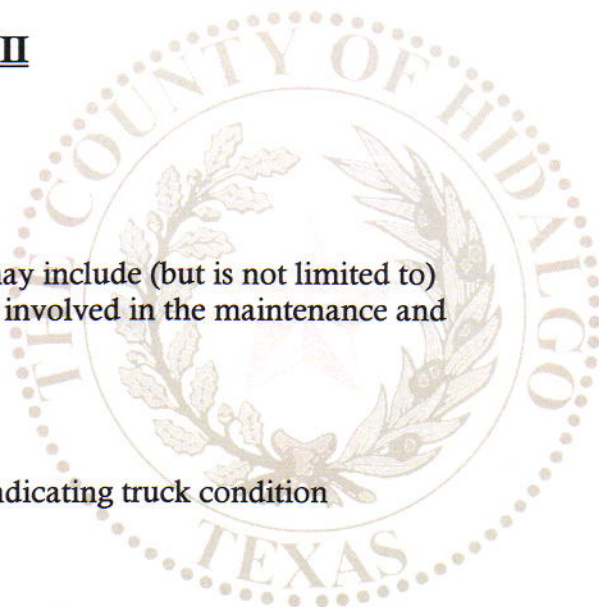
Gives directions to helper in packing and moving goods to trailer

Drives tractor-trailer combination, applying knowledge of commercial driving regulations, to transport and deliver products, livestock, or materials, usually over long distance

Maneuvers truck into loading or unloading position, following signals from loading crew as needed

Drives truck to weigh station before and after loading, and along route to document weight and conform to state regulations

Maintains driver log according to I.C.C. regulations



GENERAL QUALIFICATION GUIDELINES

Experience and Education

High School Diploma, GED or equivalent experience. Two to three (2-3) years related experience. Must have and maintain a valid driver's license and a Texas Class "A" CDL license.

Knowledge, Skills, and Abilities

Advanced knowledge of equipment operation and maintenance, skilled in using specialized heavy equipment in the prescribed manner

Ability to perform multiple tasks simultaneously

Ability to communicate effectively, and to train others

May require interaction with other departmental supervisors and peers, other County agencies and staff, outside vendors or other professionals and community, state or federal agencies

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:

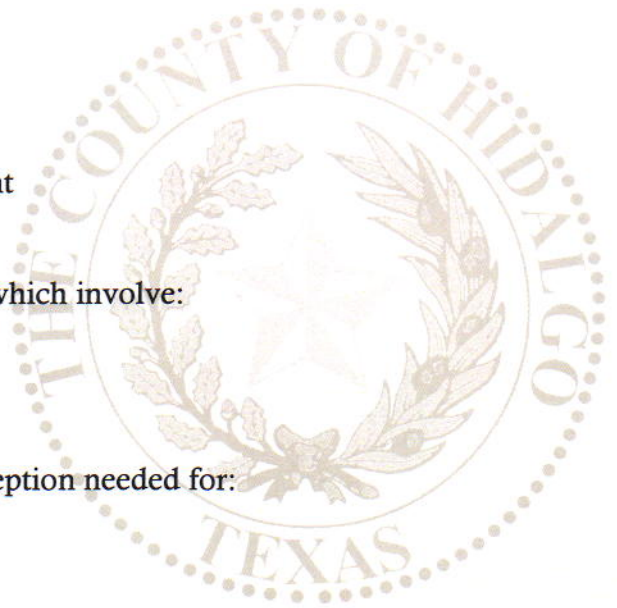
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



DIRECTOR OF SANITATION/DRAINAGE DEPT.

GRADE: 11

GENERAL DESCRIPTION

Performs senior-level sanitation work; Work involves directing and supervising operations of the county sanitation department; Will supervise the technical, administrative, and clerical staff to ensure the efficient and effective collection of solid waste throughout the county.

EXAMPLES OF WORK PERFORMED

Planning, organizing, directing, controlling, inspecting and evaluating the work of sanitation staff and department

Develops plans and procedures for responding to complaints

Prepares written reports on departmental operations

Conducts field inspections and reviews reports of activities to determine present effectiveness and efficiency of operations and to develop more effective and efficient procedures

Keeps informed of the latest developments in waste collection technology

Plans and recommends the purchase of new equipment for better efficiency and effectiveness

Investigates work-related accidents and submits injury reports; confers with the county Safety officer

Implements training and safety measures for all staff

Prepares and submits written reports as required

Reviews employee personnel related documents

Assists in budget preparation for the department

Assures good relations with the public through delivery of service and prompt handling of special requests

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years experience in waste collection and disposal with supervisory experience. Graduation from an accredited four-year college or university with Bachelor's Degree in Public or Business Administration; Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of methods of management, administration, and effective supervisory techniques as related to a county-wide waste collection operation

Ability to interpret and enforce county and departmental rules, regulations, codes, policies, and procedures and to evaluate their effectiveness

Excellent verbal and written communication

Ability to train staff

Knowledge in inventory control and procurement

Supervisory skills a must

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
ROAD AND BRIDGE DEPARTMENT**

Job Title: Supervisor

FLSA Status: Non-Exempt

Dept. No: 121

Civil Service Status: Non-Exempt

SUMMARY:

This position is under the direction of the County Commissioner. The Road and Bridge Supervisor coordinates activities and personnel of the Hidalgo County Road and Bridge workers. This position requires thorough knowledge of management and supervisory procedures and, maintenance and operation of light and heavy equipment.

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential day 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Schedule and coordinate equipment repair and maintenance
- Coordinate personnel schedules
- Insure that equipment and operational records are kept up to date
- Operate and maintain heavy equipment as deemed necessary
- Supervise activities of field workers
- Coordinate and schedule road and bridge activities
- Report to County Commissioner
- Perform any other duties as assigned

EDUCATION AND EXPERIENCE:

- High School Diploma and GED/and/or
- Ten years experience in light and heavy equipment maintenance, operation and supervision.
- Knowledge of Road and Bridge procedures and responsibilities
- Ability to repair and maintain light and heavy equipment
- Bilingual

CERTIFICATES, LICENSES, REGISTRATION:

- Employee must have proof of a current valid Texas Motor Vehicle Operator's License
- Must be able to be insured by County Insurance Carrier

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 and disabilities to perform the essential functions.

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 handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

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. 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.

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
- 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 department's safety regulations.

**HIDALGO COUNTY
PRECINCT 1**

Job Title:	Asset Management Supervisor	FLSA Status:	Non-Exempt
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Dept No:	121	Civil Service Status:	Non-Exempt
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Performs complex (journey-level) asset management activities; under general direction, plans, directs, monitors and manages activities related to the department's assets. Provide support through advisory and technical services, collaborative communications, reporting, record retention and transactions processing.

EXAMPLES OF WORK PERFORMED

Coordinates with the Purchasing Department of acquisition and disposal, coordination of the billing and expenses for all equipment

Maintains vendor relationships as it relates to the procurement of all equipment for the department

Obtains equipment from suppliers at a lowest cost consistent with considerations of quality reliability of source and urgency of need.

Receives equipment and obtains certifications of delivery and conducts check against order

Maintaining Fixed Asset reports and ensures asset records represent physically available assets of the department

Maintain a tracking system for equipment acquisitions and related services

Works with department liaisons to determine proper asset replacement within determined standards

Perform reconciliation for Fixed Assets, Assets under construction, Asset clearing and disposal of assets.

Collaborate with staff to ensure policies, procedures and guidelines are met

Ensure that management reporting is conducted in a timely and professional manner to the department head

Represent the department at all levels, maintaining positive relations

Contribute to the department's needs as they evolve

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

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.

EXPERIENCE AND EDUCATION

High school diploma or GED is the minimum requirement. Accredited accounting or asset management courses are desirable.

Minimum of 2 to 3 years experience in Asset Management and/or Accounting or any equivalent combination of education or experience that satisfies the requirements of the job.

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 SKILLS AND ABILITIES

Ability to communicate effectively orally and in writing.

May be required to work other than normal hours including weekends and holidays.

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
- 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
ROAD & BRIDGE
PAVED/UNPAVED**

JOB TITLE: Shop Foreman

FLSA STATUS: NON-EXEMPT

DEPARTMENT: 122

CIVIL SERVICE STATUS: NON-EXEMPT

SUMMARY

Under direction, of the Precinct Field Operations Director (FOD), coordinate Precinct Shop activities and acts as service manager for mechanic shop. May assist in the supervision of the daily activities of county work crews involved in road and bridge construction, mowing, road sign maintenance, paving and patching. Conducts physical inventory and maintains records of all road and bridge, sanitation, and parks mechanical equipment. Purchase materials, supplies and vehicle and equipment parts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise Precinct Shop staff in accordance with Hidalgo County policies and procedures.
- Assists Precinct Shop staff to resolve complex or out of policy operation or maintenance problems.
- Responsible for staff scheduling to include: work assignment/rotations, set priorities, sign off on vacation, employee training, employee vacations, employee breaks, and overtime assignment, back up for absent employees, and shift rotations. Schedule and conduct Precinct Shop staff meetings in the absence of the FOD & Assistant FOD.
- Responsible to meet department productivity and goals.
- Obtain telephone bids from vendor for parts and materials for Precinct Shop use plus road projects.
- Monitors and replenishes inventory of commonly used parts.
- Reports unresolved discrepancies in writing to Field Operations Director.
- Maintains Precincts' property warehouse and prepares and maintains all paperwork involved in turn-in or issues of moveable assets.
- Serves as the Precincts' liaison with internal and external auditors regarding inventory of heavy equipment and vehicles.
- Assist foreman with work orders in absence of the Precinct foreman.
- Maintains maintenance on vehicle equipment.
- Maintain inventory control.
- Regular attendance is a must
- Ability to work well with others.
- 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, skills, and/or ability required. 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);
- Four (4) years of experience in a related field; or
- Management/inventory control, data processing and bookkeeping/accounting and four (4) years of experience in a related field; or
- Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

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 SKILLS AND ABILITIES

- Ability to give work assignments and to supervise the work of others.
- Ability to establish and maintain effective working relationships with County departments and County employees.
- Knowledge of inventory control processes and systems.
- Good organizational skills.
- Employee counts quantities of issued and received items and counts and arranges auction lots.
- Ability to apply common sense understanding to carry out instructions.
- Bilingual ability (Spanish and English) with the ability to converse fluently 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. 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 use hands to fingers, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is required to stand; walk; sit; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 toxic or caustic chemicals. Employee is frequently exposed to solar radiation when carrying out essential duties.

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
- Maintaining confidentiality
- 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 departments' safety regulations.

VECTOR SPECIALIST

GRADE: 06

GENERAL DESCRIPTION

Employee performs disease vector control duties in accordance with established procedures and regulations. Duties include, but are not limited to: entomological and biological surveys, application of biological, physical and chemical controls, investigating/inspecting for insect/rodent infestations, maintaining equipment, keeping records and preparing reports.

EXAMPLES OF WORK PERFORMED

Applies control measures in rural areas of Hidalgo County for mosquito larvae, adult mosquitoes and other insect vectors as needed

Schedules inspections and operations to effectively cover assigned duties and for exercising judgment in evaluating mosquito and vector producing conditions and in choosing the most effective control method for any given situation

Conduct surveys of disease vector breeding areas and harborage

Identify vector species and stages of development

Inspects/Investigates complaints regarding tall grass, standing water and fly/mosquito problems

Maintains an awareness of ecologically sensitive sources and use treatment regime appropriate for habitat

Initiate requests for aerial application and provide information required for an effective result

Maintains vector control equipment and vehicles

Prepare and revise operational maps, including properties, topographic characteristics, and other features relevant to mosquito and vector control operations

Maintains daily records of areas treated including methods, formulations, techniques, etc.

Maintains vehicle and equipment including cleaning and disinfecting cages

Patrols rural areas for stray, vicious or injured animals

Maintains up-to-date records and files reports on daily activities

Issues citations, warnings and complaints

Removes dead animals and transports them to a specified place of disposal

Removes and impounds stray and unwanted animals

Responds to emergency calls, such as animal bites and control fo dangerous animals and responds to complaints

Maintain and practice safety precautions

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

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.

EXPERIENCE AND EDUCATION

Two (2) years' experience in mosquito abatement or vector control work. Graduation from an accredited four-year college or university with major course work in Biology or a closely related field. Two (2) years of experience may be substituted for one (1) year of education.

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 SKILLS AND ABILITIES

Ability to communicate effectively orally and in writing.

May be required to work other than normal hours including weekends and holidays.

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.

IMMUNIZATION/TB SCREENING REQUIREMENTS:

Employees may be required to receive immunizations recommended by the ACIP, ACP and TDH based on anticipated disease exposure (e.g. hepatitis B or rabies vaccines). TB skin testing may be required.

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

CREW LEADER II

GENERAL DESCRIPTION

Provide management of the day-to-day operations of the department/work unit and oversight of the work production, quantity and quality of work completed. May schedule work assignments, assign hours and work locations. This position may also train and/or evaluate employees. Handles difficult problems, may develop and document programs and curriculum, monitors departmental resources and ensures compliance with policies and laws.

EXAMPLES OF WORK PERFORMED

Directly responsible for the management of departmental staff, which may include lower level management or supervisory positions

Provides training to staff members as required

Plans, assigns and is responsible for the workload and schedules for team members

Evaluates performance of subordinates, identifying strengths/weaknesses, providing employee development, guidance and motivation, or making/deciding on recommendations for replacement when appropriate

Acts as a managerial resource for staff questions regarding customer issues, policies, etc

Coordinates activities with other departments to expedite work and improve performance

Performs quality reviews/audits of department's work and makes operational corrections as necessary

Establishes and enforces procedures to expedite and improve processes

Participates in personnel matters including disciplinary actions and resolution of departmental disputes

Performs all other related duties involved in the operation of the Precinct as assigned or required

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Associate's degree or equivalent required. Minimum of six (6) years related work experience.

Knowledge, Skills and Abilities

Must have an advanced or expert knowledge of fundamental concepts, practices and procedures of the field of road construction and maintenance

Spreadsheet and/or word processing software knowledge/experience preferred with either specific program applications or general applications such as Microsoft Office Suite

Excellent verbal and written communication/presentation skills

Effective interpersonal and leadership skills that are normally expected of a fully qualified manager

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

SAFETY COORDINATOR

GENERAL DESCRIPTION

Under the direction of the Safety Director, is responsible for monitoring, conducting, and participating programs designed to reduce accidents through effective accident prevention techniques; Performs routine (journey-level) safety and health program work; Work involves assisting in the development of safety policies and procedures, participating in the safety training and education of staff, inspecting work areas and activities for hazards, and assisting in investigating accidents; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Investigates accidents; conducts inspections; confers with department heads and supervisors on unsafe practices and/or conditions to recommend corrective actions; coordinates this function with other safety officers

Inspects construction, remodeling, and renovation sites to ensure the finished project will be in compliance with safety standards

Implements risk management loss control programs and guidelines

Reviews loss and exposure data

Recommends safety specifications and protective devices for equipment and fixed structures to be used and conducts utilization spot checks

Prepares safety information for publication to promote employee safety

Maintains or assists in maintaining a safety technical library

Maintains a log of accidents and injuries

Monitors and coordinates safety practices with contracted Engineers and or Construction Contractors conducting business for Hidalgo County

Conducts or assists in conducting and coordinating employee safety training

Consults with County Offices and Departments to identify loss exposures and to develop and implement corrective action and accident prevention plans

Conducts on-site inspections of properties, facilities, and work sites to identify hazards and risk exposure

Reviews established safety regulations and standards, and recommends appropriate modifications

Organize, coordinate, and attend meetings of accident review boards, safety committees, etc.

Provides visual aids and other materials on specific safety subjects; review training films and other audio/visual aids for use in training programs

Prepares, reviews, and analyzes accident reports and other special reports as required

Reviews safety specifications for items to be purchased

Assists in investigating accidents and completing reports

Assists in administering a safety awards program

Assists in writing Standard Operating Procedures and Safety Programs

Participates in Road Safety Programs (on-call)

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Baccalaureate degree (4 year degree) from an accredited college or university, preferable in Industrial of Safety Engineering, Criminal Justice or a related applicable field; or

A degree can be substituted for two (2) years of work experience in safety related fields for each year of college or university required; and

Must have successfully completed the O.S.H.A. (Occupational Safety and Health Administration) Standards for General Industry Safety and Health 30 Hour Course: Current O.S.H.A card required for proof; or

Any equivalent combination of experience and training, which provides the required knowledge, skill and abilities

Knowledge, Skills, and Abilities

Federal, State, and local safety regulations

Accident prevention principles, practices and procedures

Training and investigation methods, procedures, and techniques, both in the field and in the classroom

Ability to communicate clearly and effectively, both verbally and in writing

Ability to develop clear and concise written reports with skill in operating a personal computer and utilizing Microsoft Word, Excel, Powerpoint, and Access

English and Spanish usage, spelling, grammar, and punctuation

If not certified at the time of employment, an individual must be able to attend and successfully complete a Peace Officers Academy, as required

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

At the time of employment, must be able to pass a criminal background inquiry that would allow him/her to obtain professional State regulated licensing

The individual, must submit to a pre-employment drug screen examination

Registration, Certification, or Licensure

Valid and current Class "C" Texas driver's license, with the ability to be insured by the Hidalgo County insurance carrier

Certificates of participation of industry courses; see **Education and/or Experience** above

Physical Demands:

Physical demands include occasional lifting/carrying up to fifty (50) pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment; Subject to sitting, standing, reaching, and walking, twisting and kneeling to perform the essential functions; Working conditions are inside an office environment with regular visits to outdoor sites.

Work Environment:

The noise level of the work environment is usually moderate. The work environment is normally lit and usually will not expose the worker to high levels. The work environment is travel each day to both office and road sites. Must occasionally work evening, weekend, or holiday hours; May be required to pass a physical examination.

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;
- Standing for extended periods of time;
- Traveling from job site to job site; and
- operating assigned equipment

Maintain mental capacity, which permits:

- making sound decisions and using good judgment;
- handling financial affairs effectively and honestly;
- maintaining confidentiality; and
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions, which involve:

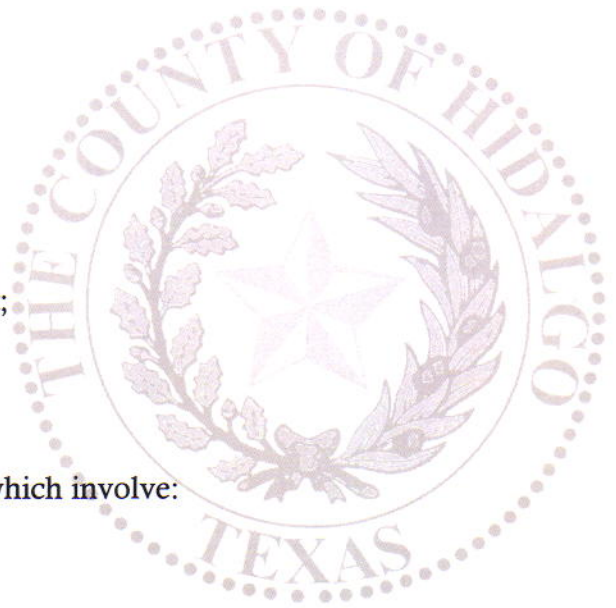
- working closely with others; and
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations;
- reading and writing;
- operating assigned equipment; and
- communicating with others

Accident Prevention Program:

Required to follow all departments' safety regulations



HEAVY EQUIPMENT OPERATOR II

GRADE: 05

GENERAL DESCRIPTION

Performs complex (journey-level) construction and maintenance work; Work involves the specialized operation of heavy and light equipment used for repair, maintenance, and construction programs; May train others; Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Operates a variety of types of gasoline and diesel equipment and light and heavy equipment involved in construction and maintenance projects, such as graders, backhoes, front-end loaders, forklifts, dump trucks, or related equipment

Prepares daily reports and logs related to quantities of materials used, types of equipment, work hours, and project status

Performs routine and preventive vehicle and equipment maintenance and repair to ensure proper operating conditions

Performs general maintenance/manual labor as required

Performs traffic control set up on job sites to ensure safe working environments

Reports and/or repairs malfunctions on light and heavy equipment

May work on the reconstruction or rehabilitation of streets, surface maintenance, traffic control, or drainage zones

May assist during emergency situations such as floods, severe weather, and accidents

May be required to read and interpret blueprints, drawings, and specifications for road or other construction

May lead crew at job sites to ensure a safe working environment and provide on-site supervision of crew task performance

May train others

Ability to work effectively and cooperatively with other crewmembers

Performs other duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two (2) years of related experience. Graduation from a 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 construction maintenance, repair, and operation of light and heavy equipment, including vehicles

Ability to maintain records of materials, supplies, time, and work performed; to work effectively with the public; and to train others

Registration, Certification, and Licensure

May be required to be licensed in a specialty area

May require a valid Texas driver's license and/or commercial driver's license

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

