

## **TRUCK DRIVER III**

**GRADE: 07**

### **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

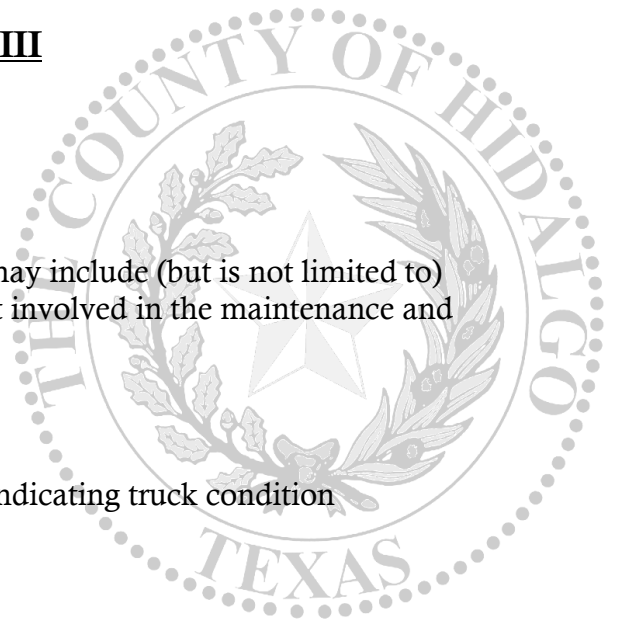
Gives directions to helper in packing and moving goods to trailer

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. Four to six (4-6) 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:**

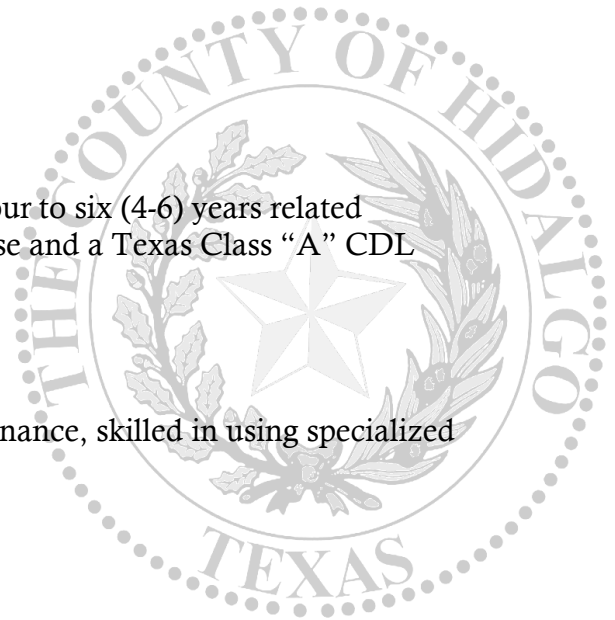
The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

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:

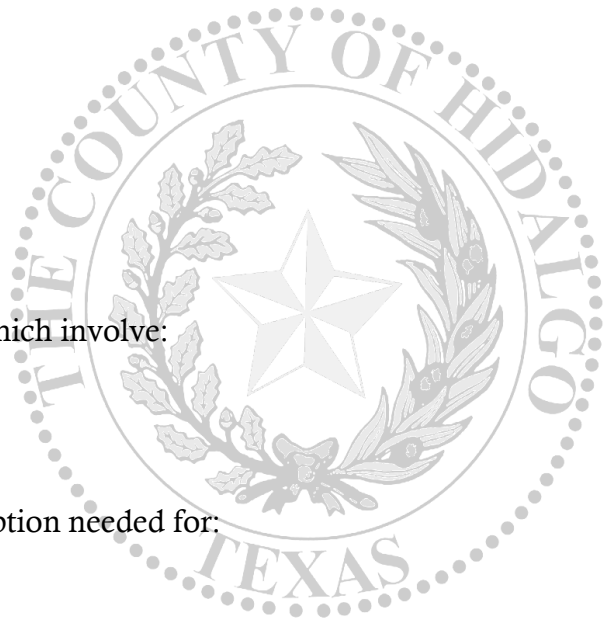
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



## **MECHANIC III**

**GRADE: 08**

### **GENERAL DESCRIPTION**

Performs complex (journey-level) motor vehicle maintenance and equipment repair work. Work involves replacing or repairing worn or broken parts and coordinating or performing preventive maintenance and service work on automotive and related gasoline, diesel, or alternative fuel engine-powered equipment; May supervise the work of others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Performs repairs to vehicles and other equipment, including repairs to computerized automotive systems

Exchanges, rebuilds, and overhauls motors, transmissions, differentials, and other major vehicle components and systems.

Requisitions supplies, parts, oils, and fuels; checks deliveries; maintains records of purchases and requisitions; and distributes supplies

Inventories parts and equipment

Maintains records on the operation and repair of vehicles, motors, and other equipment

May assist in the development of training programs

May maintain and repair heavy construction equipment

May supervise the work of others

Performs related work as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Three to four (3-4) years of experience in motor vehicle repair and maintenance work; Graduation from a standard senior high school or equivalent, supplemented by technical courses in automotive repairs, is generally preferred. Experience and education may be substituted for one another.

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

Knowledge of automotive diagnosis, repair, and maintenance techniques; of welding; of departmental policies and record keeping procedures; of fleet management principles; of safety practices and principles used within an automotive repair facility; and of electrical and computerized systems and emission control systems

Ability to maintain accurate records; to follow instructions; to locate and diagnose defective mechanical operations; and to supervise the work of others

## **Registration, Certification, or Licensure**

May require a certification from the National Institute of Automotive Service Excellence

## **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

