

PLANNING ANALYST I

GRADE: 10

GENERAL DESCRIPTION

Performs entry-level planning and research work. Work involves developing local, regional, or state plans or programs; developing procedures for implementing plans or programs; and developing procedures for measuring progress made on operational plans or programs; Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Collects, organizes, and analyzes data required in the development of plans or programs

Participates in technical, policy, and interagency planning meetings

Reviews and evaluates planning material for contractual compliance

Prepares reports

Researches federal and state regulations

Consults and communicates with other departments, agencies, and civic groups

Conducts field and telephone surveys

Assists in developing procedures for implementing plans or programs and for measuring progress

May prepare and monitor performance measures

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One to two (1-2) years experience in planning and research work; Graduation from an accredited four-year college or university with major course work in city or regional planning, economics, business or public administration, political science, or a related field is generally preferred. Two (2) years of experience may be substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge of government organization and administration; and of planning, formulating, coordinating, and implementing methodologies

Ability to evaluate planning material and to communicate effectively

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

ACCOUNTS PAYABLE SPECIALIST II

GRADE: 08

GENERAL DESCRIPTION

Performs accounts payable work. Work involves processing of county invoices and payment in a timely manner. Communicate with county departments regarding purchase orders, invoices and payments. Answer inquiries from departments regarding account balances and encumbrances. Will scan, stamp, and file all documentation regarding payments.

EXAMPLES OF WORK PERFORMED

Alerts departments of discrepancies with purchase orders and invoicing

Verifies account balances for deficiencies

Advises department regarding procedures for processing of payments

Submits journal entries for corrections or adjustments to accounts

Examines claims for validity and completeness prior to invoice entry

Maintains manual and automated batch log to ensure appropriate release of checks

Processes void and manual checks

Maintains and enter information for claims to generate appropriate checks for Commissioner's Court

Interacts with County departments regarding vendor data or policies

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a standard high school or equivalent; Business Technical training preferred. Two (2) years experience in accounts payable capacity.

Knowledge, Skills, and Abilities

General accounting knowledge

Good verbal and written communication

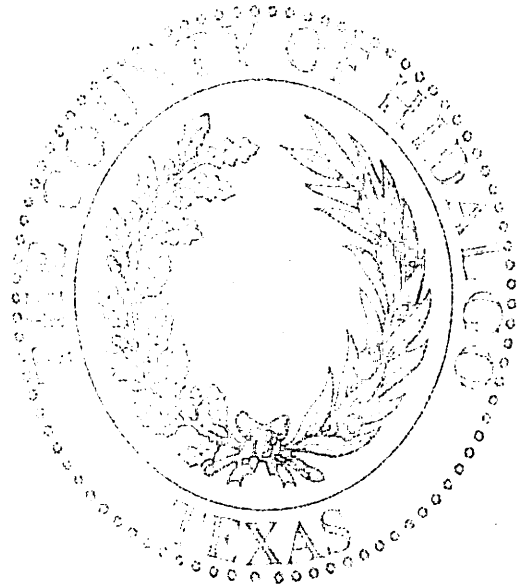
10 key calculator

Knowledge of MS Word and Excel

Understand record keeping techniques

Registration, Certification, or Licensure

May require a valid driver's license



ROAD CONSTRUCTION FOREMAN

GRADE: 13

GENERAL DESCRIPTION

Under the direction of the Director of Road and Bridge, directs the work of several crews assigned to road and or drainage construction projects; conducts assessments, recommends and oversees the construction or reconstruction of county roads and drainage ditches. Insures that all force account construction is properly reported to properly cost allocate all in-house road and drainage construction.

EXAMPLES OF WORK PERFORMED

Interprets engineered designs, plans, maps, specifications, and technical manuals;

Provides estimates of materials, costs, and timelines for service and construction activities;

Inspects work sites for quality of work as well as for compliance with all established laws, policies, procedures, and safety precautions;

Establishes deadlines and modifies work schedules to meet deadlines;

Requests requisitions, and maintains adequate material inventory to accomplish assigned projects;

Oversees inventory of assigned county equipment;

Coordinates job assignments with employees and other departments as needed

Ensures that assignments are completed and handled in a safe and efficient manner;

Responsible for orienting and training others, and assigning and reviewing their work;

Supervises the maintenance of vehicle and heavy equipment;

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum of five (5) years of experience in heavy equipment operation, road construction, mechanic repair and heavy equipment maintenance with at least two (2) years of supervisory experience; an Associate's Degree in construction management or related profession; Two (2) years of experience may be substituted for one (1) year of the required education.

Certificates, Licenses & Registration

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

May require a Class A Commercial Driver's License issued by the State of Texas

Dependent of area of assignment, other certifications and licenses may be required for this position

Knowledge, Skills, and Abilities

Knowledge of the operating and repair characteristics of a variety of heavy duty equipment and all county vehicles, including law enforcement vehicles

Knowledge of the operating principles of gasoline, diesel and small engines

Knowledge of the occupational hazards and safety precautions of the trade

Knowledge of the office record keeping practices associated with an equipment repair shop, construction, or maintenance

Knowledge of operation of computers and fleet management systems

Knowledge of equipment and vehicle purchasing budgets

Ability to use common office machines

Knowledge of inventory control processes and systems

Ability to prepare and maintain routine records

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations

Ability to direct, supervise and train unskilled to semi-skilled workers

Ability to make recommendations that impact the budget

Ability to supervise employees using or repairing heavy or complex machinery

Ability to establish policies for using, acquiring, and/or maintaining heavy or complex machinery

Ability to read and explain applicable laws and regulations

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.

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

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 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

ROAD MAINTENANCE FOREMAN

GRADE: 13

GENERAL DESCRIPTION

Under the direction of the Director of Road and Bridge, directs the work of several crews assigned to road maintenance and repair projects. Examples of projects include the following: constructing and repairing roads manholes, catch basins, and drainage systems, laying pipe, grading, and hot topping. Other duties include installing and repairing signs, and guard rails; cutting brush, mowing, and repairing damaged guardrails and signs.

EXAMPLES OF WORK PERFORMED

- Interprets engineered designs, plans, maps, specifications, and technical manuals;
- Provides estimates of materials, costs, and timelines for service and construction activities;
- Inspects work sites for quality of work as well as for compliance with all established laws, policies, procedures, and safety precautions;
- Establishes deadlines and modifies work schedules to meet deadlines;
- Requests requisitions, and maintains adequate material inventory to accomplish assigned projects;
- Oversees inventory of assigned county equipment;
- Coordinates job assignments with employees and other departments as needed
- Ensures that assignments are completed and handled in a safe and efficient manner;
- Responsible for orienting and training others, and assigning and reviewing their work;
- Supervises the maintenance of vehicle and heavy equipment;
- Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum of five (5) years of experience in heavy equipment operation, road construction, road repair, mechanic repair and heavy equipment maintenance with at least two (2) years of supervisory experience; an Associate's Degree in construction management or related profession; Two (2) years of experience may be substituted for one (1) year of the required education.

Certificates, Licenses & Registration

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

May require a Class A Commercial Driver's License issued by the State of Texas

Dependent of area of assignment, other certifications and licenses may be required for this position

Knowledge, Skills, and Abilities

Knowledge of the operating and repair characteristics of a variety of heavy duty equipment and all county vehicles, including law enforcement vehicles

Knowledge of the operating principles of gasoline, diesel and small engines

Knowledge of the occupational hazards and safety precautions of the trade

Knowledge of the office record keeping practices associated with an equipment repair shop, construction, or maintenance

Knowledge of operation of computers and fleet management systems

Knowledge of equipment and vehicle purchasing budgets

Ability to use common office machines

Knowledge of inventory control processes and systems

Ability to prepare and maintain routine records

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations

Ability to direct, supervise and train unskilled to semi-skilled workers

Ability to make recommendations that impact the budget

Ability to supervise employees using or repairing heavy or complex machinery

Ability to establish policies for using, acquiring, and/or maintaining heavy or complex machinery

Ability to read and explain applicable laws and regulations

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.

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

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 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

NOTE: This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title. It is not necessarily an exhaustive list of duties and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

HEAVY EQUIPMENT OPERATOR IV/Excavator

GRADE: 11

GENERAL DESCRIPTION

Performs advance (senior-level) road construction and maintenance work; Work involves the specialized operation of complex medium and heavy road construction equipment used for repair, maintenance, and construction projects; operates hydraulic track excavators and other heavy equipment used in road and drainage construction. The operator IV also serves as a Crew Leader and will provide instruction and supervisions to others. Works under general supervision with some latitude for the use of initiative and independent judgment

EXAMPLES OF WORK PERFORMED

In addition to the tasks performed by Heavy Equipment Operators I, II, and III, the Heavy Equipment Operator IV also performs the following tasks:

Performs safety inspections to ensure equipment is in proper working order

May act as a crew leader in the field

Provides assistance during emergency situations involving flooding and/or severe weather

Provides knowledge of or the ability to learn the use of surveyor's level to maintain elevation grades on project sites

Sets up work zone to ensure adequate safety of workers; ensures proper warning signs are erected at construction and maintenance project sites

Employee is expected to grade roads, spread caliche and to assist in the construction and opening of new roads

May clean/clear or build bar ditches according to surrounding ground elevations and availability of drainage

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

Loads trucks; hauls dirt, gravel, caliche, water, garbage, and/or other materials and equipment to designated areas and unloads truck

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

Maintains vehicle in ready working condition, including fuel, proper lubrication, and cleaning

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

May train and/or supervise the work of others

Performs other duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum of three (4) years of experience working with light, medium and heavy construction equipment such as backhoe, paver, motor grader, and excavator. The Operator IV must have the knowledge and ability to make minor repairs and adjustments to assigned equipment. A minimum of one year of supervisory experience is preferred.

Graduation from a high school or equivalent (GED) is required.

Bilingual preferred (English/Spanish)

Certificates, Licenses, Registrations

Texas Commercial Driver's License (CDL- Class A) required; CDL may require specialized endorsements depending on area of assignment

Must be able to be insured by the County's insurance carrier

Positions requiring a CDL or positions of a safety sensitive nature are subject to drug and alcohol testing in accordance with federal regulations.

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

Knowledge of the safe operation of the equipment used and of the provisions of the Texas Motor Vehicle Code relating to the operation of equipment/vehicles

Skill in operating heavy equipment effectively and safely

Ability to perform strenuous work in outdoors

Ability to understand and follow oral instructions

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals

Knowledge to perform basic math

Ability to apply common sense understanding to carry out detailed but uninvolved written and/or oral instructions

Ability to deal with problems involving a few concrete variables in standardized situations

Ability read and comprehends simple instructions, short correspondence and memos

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 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.

While performing the duties of this job, the employee regularly works in various types of outside weather conditions. The employee occasionally works near moving mechanical parts; in high precarious places; with explosives; and is occasionally exposed to fumes or airborne particles, and toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually high.

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:

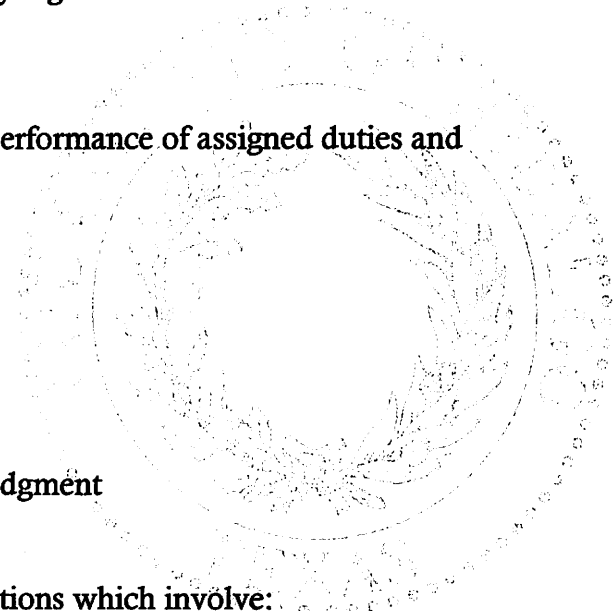
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



NOTE: This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title. It is not necessarily an exhaustive list of duties and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CONSTRUCTION INSPECTOR

GRADE: 11

GENERAL DESCRIPTION

Performs routine semi-skilled and technical construction inspection work for road, street, drainage and other precinct public works projects and programs; coordinates activities and schedules with precinct forces, contractors, precinct administrative staff and other County departments; inspects construction of roads, streets, drainage ditches to assure that the appropriate construction is completed in compliance with the plans, standards, specifications or other special requirements as required; reports on the utilization of county forces, equipment and materials for in-house projects; serves as the precinct coordinator for Urban County Program projects.

EXAMPLES OF WORK PERFORMED

Assists in scheduling and coordinating drainage maintenance and road construction projects;

Maintains a variety of logs and records related to employee, work assignments, and inspection activities;

Compiles information and prepares construction and construction related reports as required;

Assists in estimating costs and recommendations modifications as needed using knowledge of construction principles and regulations;

Provides information and responds to inquiries from contractors, property owners, precinct staff, and the general public regarding assigned projects;

Inspects road or drainage construction projects in progress to ensure compliance with plans and specifications

Coordinates with the Urban County Program on Precinct projects as required.

Performs other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum three (3) years of experience in construction management, planning, design, or related field required. Supervisory experience preferred. Graduation from an accredited four-year college or university with a Bachelor's degree in engineering, construction management, management, construction science or related field is generally preferred. Two (2) years of experience may be substituted for one (1) year of education.

Bilingual preferred (English/Spanish)

Certification, License, and Registration

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 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

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 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.

Required to follow all County and Precinct safety policies and procedures

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 to loud

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:

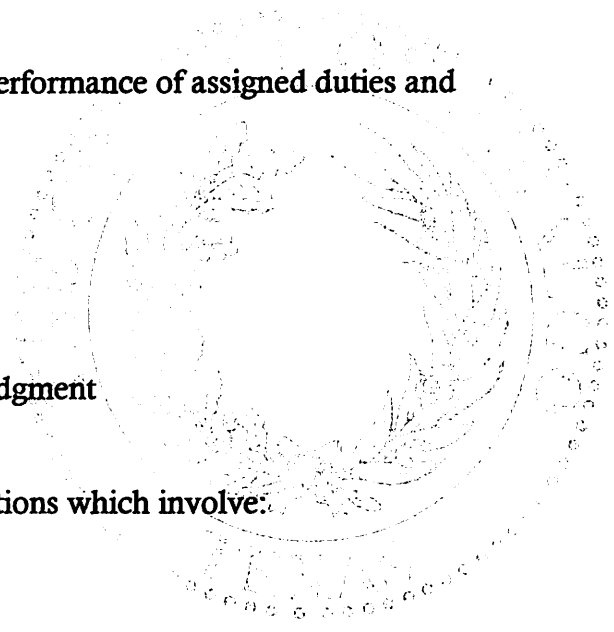
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



ENGINEERING TECHNICIAN IV

GRADE: 11

GENERAL DESCRIPTION

Performs advanced (senior-level) engineering work; Work involves conducting surveys and inspections; collecting and correlating engineering and geological data; and coordinating or performing work in the installation, maintenance, and repair of electronic systems; May assign and/or supervise the work of others; Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Plans, organizes, schedules, and conducts engineering and geological work projects

Confers with contractors on plans, specifications, and quality of work

Determines the methods, equipment, and project schedules required to repair or modify computer-based switching systems

Prepares estimates, plans, and specifications

Prepares, processes, and maintains reports

Oversees the preparation and reporting of traffic data and the procurement, maintenance, and operation of traffic counting machines and other equipment

Conducts inspections of maintenance and construction projects for compliance with specifications and requirements, and conducts laboratory tests to verify whether construction materials conform to department specifications

Conducts cost analysis studies

Inspects materials, plant equipment, and production procedures, and examines the structural strength of manufactured items and materials

Audits construction project documents to ensure compliance with plans, specifications, and estimates

Makes structural and design calculations for proposed projects, and assembles and reviews calculations from other sources

Tests and maintains systems using analog or digital microprocessing equipment

Maintains construction project records

May assign and/or supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two (2) years experience in surveying, geology, hydrology, or related engineering work. Graduation from a high school or equivalent is generally preferred. Graduation from an accredited four-year college or university with major course work in engineering or a related field is generally preferred. Two (2) years of experience may be substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge of surveying and engineering principles, techniques, procedures, mathematics, and applicable safety requirements

Skill in the operation of surveying tools and equipment and other tools of the trade

Ability to conduct inspections and laboratory tests, to prepare reports, and to assign and/or 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