

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

Job Title: Heavy Equipment Operator III **FLSA Status:** Non-Exempt

Department: 121-124 **Civil Service Status:** Exempt

SUMMARY

Drives and operates motor grader, excavator and various heavy equipment. Responsible for preparing sub grade for paving. This is a responsible position that may involve minimal instruction or supervision. This is a skilled-labor position involved with the operation of medium to large-class heavy equipment, or servicing an operation such as garbage collection, clearing of right-of-way and drainage ditches of debris. The employee may be assigned a number of tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Employee will be expected to grade roads, spread caliche and prepare road sub grade.
- Clear/Clean or build bar ditches according to surrounding ground elevations and availability of drainage.
- Ability to operate heavy equipment used in road and bridge maintenance and repair, such as backhoes, front-end loaders, compactors and pneumatic/flat wheel rollers.
- Ability to operate small-class trucks including pick-up truck, dump truck, water truck, tractor, sedan, flat bed truck.
- Loads truck; hauls dirt, gravel, caliche, water, garbage, and/or other materials and equipment to designated areas and unloads truck.
- Ability to operate generators, pumps, hand tools and a 2-way radio.
- Maintains vehicle in ready working condition, including fuel, proper lubrication, and cleaning.
- Examines vehicles for needed repairs and routine maintenance and reports necessary repairs.
- Ability to operate and maintain maintenance equipment that is used during projects to repair roads, brush pickups, or clearing of drainage ditches.
- Ability to work effectively and cooperatively with other crewmembers.
- Ability to provide supervision of assigned road crew.
- Regular attendance is a must.
- Get along with co-workers.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High School diploma or General Education Degree (GED) preferred;
- Employee must have at least eight years experience working with motor graders/heavy equipment and possess basic knowledge of minor repairs and adjustments; or

- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities to perform duties.

CERTIFICATES, LICENSES, REGISTRATIONS

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

OTHER SKILLS AND ABILITIES

- 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.
- Knowledge of reading engineer cuts and grades
- Sufficient skills to operate equipment effectively and safely.
- Ability to perform strenuous work in the outdoors.
- Ability to understand and follow oral instructions.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Bilingual ability (Spanish and English) with the ability to converse in both languages, preferred.
- Ability to add and subtract two digit numbers and to multiply and divide with 10s and 100s.
- 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.
- Must be able to perform all duties of Heavy Equipment Operator I and II.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel.

The employee must occasionally lift and/or move over fifty (50) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee occasionally works near moving mechanical parts, outside weather conditions and is occasionally exposed to fumes or airborne particles and 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 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 work environments and conditions which involve:

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

Maintain effective audio-visual discrimination and perception needed for:

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

ACCIDENT PREVENTION PROGRAM

Required to follow all department's safety regulations.

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

Job Title: Mechanic I

FLSA Status:

Non-Exempt

Department: 121-124

Civil Service Status:

Exempt

SUMMARY

Assist with the maintenance and repair of all gasoline and diesel-power vehicles, machinery, small engines and equipment. Assists with the maintenance and repair of heavy equipment and rebuilding of engines and transmissions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Will be required to repair and/or replace tires as needed.
- Assists with repairs and performs preventative maintenance on all Precinct equipment.
- Assists with trouble-shooting and cost estimates on repair jobs and preventative maintenance.
- Assists with the removal of such units as engine, transmission or differential.
- Assists with raising vehicle with hydraulic jack or hoist to gain access to mechanical units bolted to underside of vehicle.
- Assists with repairing parts such as crankshafts and cylinder blocks.
- Assists with rewiring ignition system, lights and instrument panels.
- Assists with relines and adjusts brakes, repairs or replaces shock absorbers and solders leaks in radiators.
- Assists with the repair of hydraulic systems, diesel engines, gasoline engines and heavy equipment.
- Will be required to order and stock all pertinent supplies and parts as needed.
- Must keep detailed daily log of activities.
- Regular attendance is a must.
- Ability to work well with others.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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 functions.

EDUCATION and/or EXPERIENCE

- High School diploma or general education degree (GED), preferred;
- Two years of increasingly responsible auto repair experience; or
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess valid Texas Motor Vehicle Operator's license;
- Must be able to be insured by County's insurance carrier.

OTHER SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, maintenance instructions and procedure manuals.
- Bilingual ability (Spanish and English) with the ability to converse in both languages, preferred.
- Ability to calculate figures and amounts such as simple addition, subtraction, multiplication, and division.
- Ability to understand and follow written and oral instructions and directives.
- Employee may be assigned other duties in addition to those listed: duties may change according to the changing needs of the County.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel.

The employee must occasionally lift and/or move over fifty (50) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

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 work environments and conditions which involve:

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

Maintain effective audio-visual discrimination and perception needed for:

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

ACCIDENT PREVENTION PROGRAM

Required to follow all department's safety regulations.

HIDALGO COUNTY
DEPARTMENT OF BUDGET & MANAGEMENT
FISCAL NOTE

•Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

To: Commissioner' Court
 From: Sergio Cruz, Budget Officer
 CC Date: Monday, October 01, 2012

Agenda Item: 34507

Summary of request/proposal:

PCT. 2 RD MAINTENANCE (1200):

Approval of ratification of continued employment for employees under the following temporary positions past the September 13, 2012 date, due to time delay in hiring and approval to extend those positions until December 31, 2012:

Fund	Position	Slot#	Obj	Current		Total	
				Budgeted Salary	Adjustment Requested	Budgeted Salary	Adjustment Requested
1200	HEAVY EQUIPMENT OPERATOR III	T081	121	0.00	34,360.00	34,360.00	
1200	HEAVY EQUIPMENT OPERATOR III	T082	121	0.00	34,360.00	34,360.00	
1200	MECHANIC I	T083	121	0.00	23,385.00	23,385.00	
					0.00	0.00	
				0.00	92,105.00	92,105.00	

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
2-1200-431-00-122-006-0-	PCT. 2 RD MAINTENANCE - TEMP F/T EMPLOYEES	\$23,290.92
2-1200-431-00-122-006-0-	PCT. 2 RD MAINTENANCE - HEALTH INSURANCE	\$0.00
2-1200-431-00-122-006-0-	PCT. 2 RD MAINTENANCE - LIFE INSURANCE	\$0.00
2-1200-431-00-122-006-0-	PCT. 2 RD MAINTENANCE - FICA	\$1,781.76
2-1200-431-00-122-006-0-	PCT. 2 RD MAINTENANCE - RETIREMENT	\$0.00
2-1200-431-00-122-006-0-	PCT. 2 RD MAINTENANCE - UNEMPLOYMENT COMP	\$116.45
2-1200-431-00-122-006-0-	PCT. 2 RD MAINTENANCE - WORKERS COMP	\$0.00
2012 Budgetary Impact		\$25,189.13

2013 Budgetary Impact: N/A

Possible Funding Sources: WITHIN DEPT.'S OPERATING BUDGET

Comments:

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1200-431-00-122-006-0

AI - 34507

PCT. 2 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0002	113	FIELD OPERATIONS DIRECTOR	\$67,158.00	\$0.00	\$67,158.00	0	\$0.00	\$0.00	\$67,158.00	\$67,158.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$67,878.00
0006	113	SAFETY COORDIN	\$42,710.00	\$0.00	\$42,710.00	0	\$0.00	\$0.00	\$42,710.00	\$42,710.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,430.00
0009	113	ASSISTANT FIELD OPERATIONS DIRECTOR	\$39,578.00	\$0.00	\$39,578.00	0	\$0.00	\$0.00	\$39,578.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0011	113	HEAVY EQUIPMENT OPERATOR III	\$34,670.00	\$0.00	\$34,670.00	0	\$0.00	\$0.00	\$34,670.00	\$32,551.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,551.00
0012	113	HEAVY EQUIPMENT OPERATOR III	\$34,670.00	\$0.00	\$34,670.00	0	\$0.00	\$0.00	\$34,670.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0014	113	MECHANIC III	\$34,743.00	\$0.00	\$34,743.00	0	\$0.00	\$0.00	\$34,743.00	\$34,743.00	\$840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,583.00
0016	113	HEAVY EQUIPMENT OPERATOR II	\$30,384.00	\$0.00	\$30,384.00	0	\$0.00	\$0.00	\$30,384.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0019	113	FOREMAN	\$37,800.00	\$0.00	\$37,800.00	0	\$0.00	\$0.00	\$37,800.00	\$37,800.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,280.00
0022	113	TRUCK DRIVER III	\$28,813.00	\$0.00	\$28,813.00	0	\$0.00	\$0.00	\$28,813.00	\$26,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,500.00
0023	113	TRUCK DRIVER III	\$28,535.00	\$0.00	\$28,535.00	0	\$0.00	\$0.00	\$28,535.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0024	113	TRUCK DRIVER III	\$28,535.00	\$0.00	\$28,535.00	0	\$0.00	\$0.00	\$28,535.00	\$26,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,500.00
0026	113	TRUCK DRIVER I	\$27,572.00	\$0.00	\$27,572.00	0	\$0.00	\$0.00	\$27,572.00	\$26,140.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,340.00
0027	113	TRUCK DRIVER II	\$27,136.00	\$0.00	\$27,136.00	0	\$0.00	\$0.00	\$27,136.00	\$26,140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,140.00
0028	113	TRUCK DRIVER II	\$27,016.00	\$0.00	\$27,016.00	0	\$0.00	\$0.00	\$27,016.00	\$27,016.00	\$1,140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,156.00
0029	113	TRUCK DRIVER II	\$27,016.00	\$0.00	\$27,016.00	0	\$0.00	\$0.00	\$27,016.00	\$27,016.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,676.00
0030	113	TRF SA/SPC III	\$26,991.00	\$0.00	\$26,991.00	0	\$0.00	\$0.00	\$26,991.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0032	113	TRUCK DRIVER II	\$26,790.00	\$0.00	\$26,790.00	0	\$0.00	\$0.00	\$26,790.00	\$26,790.00	\$1,380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,170.00
0033	113	MAINTENANCE I	\$26,265.00	\$0.00	\$26,265.00	0	\$0.00	\$0.00	\$26,265.00	\$23,169.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,169.00
0034	113	TRUCK DRIVER II	\$26,059.00	\$0.00	\$26,059.00	0	\$0.00	\$0.00	\$26,059.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0035	113	MAINTENANCE II	\$25,204.00	\$0.00	\$25,204.00	0	\$0.00	\$0.00	\$25,204.00	\$24,685.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,685.00
0037	113	TRF SA/SPC I	\$24,355.00	\$0.00	\$24,355.00	0	\$0.00	\$0.00	\$24,355.00	\$24,355.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,655.00
0038	113	MAINTENANCE I	\$23,753.00	\$0.00	\$23,753.00	0	\$0.00	\$0.00	\$23,753.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0040	113	MAINTENANCE I	\$23,338.00	\$0.00	\$23,338.00	0	\$0.00	\$0.00	\$23,338.00	\$21,164.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,164.00
0041	113	MAINTENANCE I	\$22,984.00	\$0.00	\$22,984.00	0	\$0.00	\$0.00	\$22,984.00	\$18,564.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,564.00
0042	113	MAINTENANCE I	\$22,984.00	\$0.00	\$22,984.00	0	\$0.00	\$0.00	\$22,984.00	\$18,564.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,564.00
0043	113	MAINTENANCE I	\$22,703.00	\$0.00	\$22,703.00	0	\$0.00	\$0.00	\$22,703.00	\$18,564.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,564.00
0044	113	TRAF SA/SP I	\$22,345.00	\$0.00	\$22,345.00	0	\$0.00	\$0.00	\$22,345.00	\$22,345.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,345.00
0045	113	TRAFFIC SAFETY SPECIALIST I	\$22,345.00	\$0.00	\$22,345.00	0	\$0.00	\$0.00	\$22,345.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0061	113	MECHANIC II	\$28,500.00	\$0.00	\$28,500.00	0	\$0.00	\$0.00	\$28,500.00	\$28,500.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,980.00
0064	113	HEAVY EQUIPMENT OPERATOR I	\$24,360.00	\$0.00	\$24,360.00	0	\$0.00	\$0.00	\$24,360.00	\$24,360.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,660.00
0065	113	HEAVY EQUIPMENT OPERATOR I	\$24,360.00	\$0.00	\$24,360.00	0	\$0.00	\$0.00	\$24,360.00	\$24,360.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,900.00
0068	113	MECHANIC I	\$28,500.00	\$0.00	\$28,500.00	0	\$0.00	\$0.00	\$28,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0071	113	MAINTENANCE I	\$22,703.00	\$0.00	\$22,703.00	0	\$0.00	\$0.00	\$22,703.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0072	113	MAINTENANCE I	\$22,703.00	\$0.00	\$22,703.00	0	\$0.00	\$0.00	\$22,703.00	\$19,864.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,864.00
0073	113	MAINTENANCE I	\$22,703.00	\$0.00	\$22,703.00	0	\$0.00	\$0.00	\$22,703.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
A078	113	ENGINEERING TECHNICIAN II	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00
0079	113	RIGHT OF WAY AGENT V	\$0.00	\$64,066.00	\$64,066.00	0	\$0.00	\$0.00	\$64,066.00	\$64,066.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64,546.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1200-431-00-122-006-0

AI - 34507

PCT. 2 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0080	113	RIGHT OF WAY AGENT V	\$0.00	\$64,066.00	\$64,066.00	0	\$0.00	\$0.00	\$64,066.00	\$64,066.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64,366.00
EXTEND THE FOLLOWING TEMPORARY POSITIONS:																
T081	121	HEAVY EQUIPMENT OPERATOR III	\$0.00	\$34,360.00	\$34,360.00	0	\$0.00	\$0.00	\$34,360.00	\$34,360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,360.00
T082	121	HEAVY EQUIPMENT OPERATOR III	\$0.00	\$34,360.00	\$34,360.00	0	\$0.00	\$0.00	\$34,360.00	\$34,360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,360.00
T083	121	MECHANIC I	\$0.00	\$23,385.00	\$23,385.00	0	\$0.00	\$0.00	\$23,385.00	\$23,385.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,385.00
0084	113	ROAD CONSTRUCTION FOREMAN	\$0.00	\$46,747.00	\$46,747.00	0	\$0.00	\$0.00	\$46,747.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0085	113	ROAD MAINTENANCE FOREMAN	\$0.00	\$46,747.00	\$46,747.00	0	\$0.00	\$0.00	\$46,747.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0086	113	HEAVY EQUIPMENT OPERATOR IV/ EXCAVA	\$0.00	\$40,078.00	\$40,078.00	0	\$0.00	\$0.00	\$40,078.00	\$40,078.00	\$1,260.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,338.00
0087	113	CONSTRUCTION INSPECTOR	\$0.00	\$40,078.00	\$40,078.00	0	\$0.00	\$0.00	\$40,078.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0088	113	ENGINEERING TECHNICIAN IV	\$0.00	\$40,078.00	\$40,078.00	0	\$0.00	\$0.00	\$40,078.00	\$38,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,000.00
			\$1,006,281.00	\$433,965.00	\$1,440,246.00		\$0.00	\$0.00	\$1,440,246.00	\$967,873.00	\$10,800.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$984,673.00

**Approval of ratification of continued employment for employees under the above highlighted temporary positions past the September 13, 2012 date due to time delay in hiring and approval to extend those positions until December 31, 2012.
All personnel actions pending CC approval.**

