

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

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**JOB TITLE:** Maintenance I

**FLSA STATUS:** NON-EXEMPT

**DEPARTMENT:** 121

**CIVIL SERVICE STATUSES:** NON EXEMPT

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**SUMMARY**

Serves as general maintenance for the Precinct. This is a responsible position that may involve minimal instruction or supervision. This is an unskilled manual labor position involved with maintenance of County roads and right-of-way, or servicing an operation such as brush collection, road patch work, and drainage clearing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Loads material, trash, brush, etc., onto truck. May sometime unload the same.
- Assist in cleaning equipment, hand tools, and truck.
- May perform minor repairs to the tools, equipment, and truck.
- Cut high grass or weeds and picks up brush along County right-of-way.
- Maintain shop area clean on daily basis.
- May patch County Roads.
- May operate chainsaw to clear right-of-ways.
- 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 GED;
- Experience in masonry and cement work.

**CERTIFICATES, LICENSES, REGISTRATIONS**

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

**OTHER SKILLS AND ABILITIES**

- Must have basic knowledge of hand tools associated with manual labor and the minor repair of the equipment.

- Employee working in the installation of signs may use a jackhammer, pole-hole digger, hole-auger, air compressor, etc., but all employees will be trained on the job to handle such tools.
- Ability to read and interpret documents such as safety rules, maintenance instructions and procedure manual.
- Bilingual ability (Spanish and English) with the ability to converse fluently in both languages, preferred.
- Ability to calculate figures and amounts such as simple addition, subtraction, multiplication, and division in all units of measure.
- Ability to solve simple and common sense problems and interpret simple instructions furnished in written, oral, diagram or schedule form.
- Ability to understand, follow and give oral and written instructions.
- 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 encounter while performing the essential functions of this job.

Must be able to perform heavy manual labor outdoors, within a five (5) day forty (40) hour week, with exposure to hazards and conditions involving extremes of heat and cold.

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 departments' safety regulations**

# HIDALGO COUNTY

Road & Bridge

Paved/Unpaved

|   |   |
|---|---|
| <b>Job Title:</b> Tire Repair / Maintenance | <b>FLSA Status:</b> Non-Exempt          |
| <b>Dept. No:</b> 121                        | <b>Civil Service Status:</b> Non-Exempt |

## SUMMARY:

Employee will repair flat tires and assist with miscellaneous maintenance related duties. Employee shall assist mechanics, pick up supplies, and perform minor repairs on vehicle/equipment (as instructed by mechanics). Employee shall be dispatched to all covered areas of the precinct for repairs as needed.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Will be required to repair and /or replace tires as needed.
- May assist with repairs and performs preventive maintenance on all Precinct vehicles/equipment.
- Will be required to order and stock all pertinent supplies and parts as needed for tire repairs.
- Must keep detailed daily log.
- Must keep tire inventory.
- Assist in cleaning equipment, hand tools and truck.
- May perform minor repairs to the tools, equipment and truck.
- May load material, trash, brush, etc., onto truck. May sometimes unload the same.
- Maintain shop area clean on a daily basis.
- Regular attendance is a must.
- Ability to work well with others.
- Must be able to follow instruction from a Supervisor
- If no tire work is available, you will be expected to help with other duties as assigned.

## QUALIFICATIONS AND REQUIREMENTS:

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

## EDUCATION AND EXPERIENCE:

- High School Diploma or General Education Degree (GED) preferred.
- Minimum of three continuous years experience repairing tires.

## CERTIFICATES, LICENSES, REGISTRATIONS:

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

## **OTHER SKILLS AND ABILITIES**

- Must have basic knowledge of hand tools associated with manual labor and the minor repair of the equipment and vehicles.
- Employee working in the installation of signs may use a jackhammer, pole hole digger, hole auger, air compressor, etc., employee will be trained on the job to handle such tools.
- 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 fluently in both languages, preferred.
- Ability to solve simple and common sense problems and interpret simple instructions furnished in written, oral, diagram or schedule form.
- Ability to understand, follow and give oral and written instructions.
- Weekend and extended hours as needed, shall work a minimum of one weekend and/or holiday approximately every 3 months.
- 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 and 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 require 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;
- Handling financial affairs effectively and honestly;
- Maintaining confidentiality;
- Demonstrating intellectual capabilities;

Effectively handle a work environment and conditions which involve:

- Working closely with others;
- Working in an 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.