



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: **FACILITIES MANAGEMENT (220-001)**

DATE: **05/31/2013**

CURRENT POSITION TITLE: **INFRASTRUCTURE SYSTEMS MNGR**

CURRENT SLOT. #: **0090**

REQUESTED POSITION TITLE: -

REQUEST FOR: OF POSITION

New Position Temporary Position Position Reclassification* Other DELETE

POSITION SALARY REQUEST:

| | | | | |
|---------------------|---------------------------------|----------------------------------|----|--------------------|
| <u>1</u> | <u>67,800.00</u> | <u>-0-</u> | \$ | <u>(67,800.00)</u> |
| NO. OF POSITIONS | CURRENT SALARY/ ALLOWANCE | PROPOSED SALARY/ ALLOWANCE | | NET CHANGE |

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other PARTIAL FUNDS TO BE UTILIZED TO COVER SALARY OF NEW MAINTENANCE MANAGER POSITION/ PARTIAL FUNDS TO BE TRANSFERRED TO EXECUTIVE OFFICE TO COVER SALARY OF NEW ADMIN. OPER. COORD. IV POSIT.

POSITION TYPE:

Full Time Employee Object 113 Part Time Employee Object 114 _____
 Enter hourly rate for temp. positions

Full Time Temporary Object 121 Part Time Temporary Object 122 _____
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

| | | | | |
|------------|----------|----------------------|----------------|------------------------------------|
| Start Date | End Date | Working Days & Hours | Hours Per Week | Duration (2 weeks, 3 months, etc.) |
|------------|----------|----------------------|----------------|------------------------------------|

CIVIL SERVICE: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

After review of departments needs; position not needed; creating a maintenance manager position at lower salary.



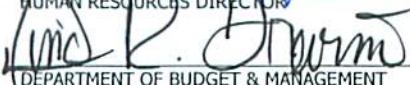
NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

| | | | | |
|----|--|------------------|-----------------------------------|---|
| 1. |  DEPARTMENT HEAD | 5/31/13 DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. |  HUMAN RESOURCES DIRECTOR | 05-31-13 DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. |  DEPARTMENT OF BUDGET & MANAGEMENT | 6/3/13 DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: **FACILITIES MANAGEMENT (220-001)**

DATE: **05/31/2013**

CURRENT POSITION TITLE: **ELECTRICIAN I**

CURRENT SLOT. #: **0108**

REQUESTED POSITION TITLE: -

REQUEST FOR: OF POSITION

New Position Temporary Position Position Reclassification* Other **DELETE**

POSITION SALARY REQUEST:

| | | | | |
|---------------------|---------------------------------|----------------------------------|----|--------------------|
| <u>1</u> | <u>32,769.00</u> | <u>-0-</u> | \$ | <u>(32,769.00)</u> |
| NO. OF POSITIONS | CURRENT SALARY/ ALLOWANCE | PROPOSED SALARY/ ALLOWANCE | | NET CHANGE |

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other **PARTIAL FUNDS TO BE UTILIZED TO COVER SALARY OF NEW MAINTENANCE MANAGER POSITION/ PARTIAL FUNDS TO BE TRANSFERRED TO EXECUTIVE OFFICE TO COVER SALARY OF NEW ADMIN. OPER. COORD. IV POSIT.**

POSITION TYPE:

Full Time Employee Object 113 Part Time Employee Object 114 _____
 Enter hourly rate for temp. positions

Full Time Temporary Object 121 Part Time Temporary Object 122 _____
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

| | | | | |
|------------|----------|----------------------|----------------|------------------------------------|
| Start Date | End Date | Working Days & Hours | Hours Per Week | Duration (2 weeks, 3 months, etc.) |
|------------|----------|----------------------|----------------|------------------------------------|

CIVIL SERVICE: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Position not needed in dept; need - for different position exists - will help fund needed position.




NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

| | | | | |
|----|--|-------------------------|--|---|
| 1. |  DEPARTMENT HEAD | <u>5/31/13</u> DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. |  HUMAN RESOURCES DIRECTOR | <u>05-31-13</u> DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. |  DEPARTMENT OF BUDGET & MANAGEMENT | <u>6/3/13</u> DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: **FACILITIES MANAGEMENT (220-001)**

DATE: **05/31/2013**

CURRENT POSITION TITLE:

CURRENT SLOT. #: **0113**

REQUESTED POSITION TITLE: **MAINTENANCE MANAGER**

REQUEST FOR: OF POSITION

New Position Temporary Position Position Reclassification* Other _____

POSITION SALARY REQUEST:

| | | | | |
|---------------------|------------------------------|-------------------------------|----|------------------|
| <u>1</u> | <u>-0-</u> | <u>50,000.00</u> | \$ | <u>50,000.00</u> |
| NO. OF POSITIONS | CURRENT SALARY/ ALLOWANCE | PROPOSED SALARY/ ALLOWANCE | | NET CHANGE |

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other **FUNDS FROM DELETED INFRASTRUCTURE SYSTEMS MANAGER AND ELECTRICIAN POSITIONS**

POSITION TYPE:

Full Time Employee Object 113 Part Time Employee Object 114

Full Time Temporary Object 121 Part Time Temporary Object 122

Enter hourly rate for temp. positions

Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

| | | | | |
|------------|----------|----------------------|----------------|------------------------------------|
| Start Date | End Date | Working Days & Hours | Hours Per Week | Duration (2 weeks, 3 months, etc.) |
|------------|----------|----------------------|----------------|------------------------------------|

CIVIL SERVICE: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Position needed in place of deleted Infrastructure Systems Manager.


NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

| | | | | |
|----|--|-------------------------|--|---|
| 1. |  DEPARTMENT HEAD | <u>3/1/13</u> DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <u>Ethel A. Cortez / etc</u> HUMAN RESOURCES DIRECTOR | <u>05-31-13</u> DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <u>Jim R. Strom</u> DEPARTMENT OF BUDGET & MANAGEMENT | <u>6/3/13</u> DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |

MAINTENANCE MANAGER

GRADE: 17

GENERAL DESCRIPTION

Performs advanced and complex (senior level) building maintenance planning and scheduling tasks. Oversees the Building Maintenance Division of the Facilities Management Department. Will be responsible for overall cleanliness, and the neat appearance of all County buildings, including the County Courthouse. Work involves supervising custodial staff, scheduling, assigning and inspecting work and tasks performed by custodial units, and requisitioning required supplies and equipment. The manager works under limited supervision with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Manages and directs the Building Maintenance Division staff in the performance of their duties

Manages the performance of general custodial functions such as sweeping, mopping, and dusting; the cleaning of office furniture, walls, windows, and floors; and emptying trash

Plans, schedules, and implements periodic major maintenance of all county building flooring

Coordinates the inspection of buildings for cleanliness, completed work, and needed repairs

Coordinates the requisition and distribution of supplies and equipment, and maintains records of supplies needed and used

Manages staff regarding job, workload, and job priorities

Coordinates work assignments with other departments to ensure efficient and effective use of all resources

Reviews and maintains reports of work activities

Prepares reports on functions of Building Maintenance Division

Maintains records related to inspections, maintenance, personnel records, and budget

Prepares budgets for staff, equipment, and supplies

Plans, assigns, and/or supervises the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years of increasingly responsible experience in the management of building facilities management. Two (2) years of experience in managing staff with responsibility for division budget planning and administration. Two (2) years of experience maybe substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge of cleaning techniques and procedures, of inventory control principles and methods, and of safety and infection-control regulations and procedures

Skill in the use of custodial materials and chemicals and in the operation and maintenance of custodial equipment

Ability to inspect work areas and to plan, organize, and coordinate work projects

Ability to prepare operating budgets and plan, assign, and supervise the work of others

Must possess a valid Texas Motor Vehicle Operator's License and be able to be insured by the County's 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.

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

