



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: **PCT 4 (124-036) Drainage Improvement Projects**

DATE: **09/06/13**

CURRENT POSITION TITLE: **Truck Driver III**

CURRENT SLOT. #: **124-036-0026**

REQUESTED POSITION TITLE:

### REQUEST FOR: OF POSITION

New Position     Temporary Position     Position Reclassification\*     Other Delete

### POSITION SALARY REQUEST:

1 NO. OF POSITIONS    \$ 30,503.00 CURRENT SALARY    \$ .00 PROPOSED SALARY    \$ (\$30,503.00) NET CHANGE

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other N/A

### 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)

Pct 4 no longer has a need for this position.

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




N/A

**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	9/06/13	DATE	<b>FUNDING AVAILABLE IN DEPT. BUDGET:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	09.06.13	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	09/09/2013	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: **PCT 4 (124-036) Drainage Improvement Projects**

DATE: **09/6/13**

CURRENT POSITION TITLE: **N/A**

CURRENT SLOT. #:  
**124-036-0033**

REQUESTED POSITION TITLE: **Maintenance V**

### REQUEST FOR: OF POSITION

New Position     Temporary Position     Position Reclassification\*     Other

### POSITION SALARY REQUEST:

<u>1</u>	<u>\$ .00</u>	<u>\$30,503.00</u>	\$	<u>\$30,503.00</u>
NO. OF POSITIONS	CURRENT SALARY	PROPOSED SALARY		NET CHANGE

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other    Acct #1200-431-00-124-036-0-

### POSITION TYPE:

Full Time Employee Object 113	<input checked="" type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	_____
				Enter hourly rate for temp. positions
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	_____
				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.)
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CIVIL SERVICE:		FLSA:	
Exempt	<input type="checkbox"/>	Exempt	<input type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>		

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)  
To better serve Pct 4 constituents by providing all drainage related maintenance labor as needed.

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

**See Attached**

**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.	<i>Joseph Palacios</i> DEPARTMENT HEAD	9/06/13 DATE	FUNDING AVAILABLE IN DEPT. BUDGET:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO
2.	<i>Ethel G. Cortez</i> HUMAN RESOURCES DIRECTOR	09-06-13 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO
3.	<i>[Signature]</i> DEPARTMENT OF BUDGET & MANAGEMENT	09/09/13 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

## MAINTENANCE V

**GRADE: 09**

### **GENERAL DESCRIPTION**

Performs highly advanced (senior-level) restoration, renovation, and maintenance work; Work involves building repair, renovation, restoration, and alteration for the designated trade skill. 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, schedules, or oversees building repair, renovation, or restoration projects

Performs repairs and renovations to modernize a building or adapt it to new uses while retaining original appearance

Performs workshop operations to fabricate specialized items needed for project work or to refinish or renovate furniture, doors, and paneling

Examines structures, evaluates work to be performed, selects best methods of performing maintenance and repair work, and inspects finished project to ensure work meets building regulations

Requisitions materials and equipment and maintains records of materials used, calculates material and labor costs, and orders parts and supplies to complete work orders

Designs, assembles, installs, repairs, and maintains modular furniture

May maintain and repair machinery, equipment, systems, or components

May inspect maintenance work performed by contractors to ensure contract compliance

May assign and/or supervise the work of others

Performs related work as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Over seven (7+) years of experience in building maintenance and repair work with supervisory capacity; Graduation from a standard senior high school or equivalent, supplemented by vocational training in a designated trade, is generally preferred. Experience and education may be substituted for one another.

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

Knowledge of building materials, plastering, and electronic or electrical work and of welding procedures and techniques

Ability to organize preventive maintenance programs; to read and interpret drawings, diagrams, and blueprints; to apply proper methods, techniques, and procedures in the maintenance and repair of buildings, and related equipment; 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