

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

See attached *afz*

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

N/A

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

N/A

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

The position is vacant

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|--|---------------------------|-----------------------------------|---|-----------------------------|
| 1. | <i>Paula Delgado</i>
DEPARTMENT HEAD | <i>2/21/2014</i>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <i>Esther A. Cortez /afz</i>
HUMAN RESOURCES DIRECTOR | <i>02-21-14</i>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <i>[Signature]</i>
DEPARTMENT OF BUDGET & MANAGEMENT | <i>02/24/2014</i>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

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BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|---------------------------|-----------------------------------|---|-----------------------------|
| 1. | <i>Rene Ortiz</i>
DEPARTMENT HEAD | <i>2/21/2014</i>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <i>Esther A. Cortez</i>
HUMAN RESOURCES DIRECTOR | <i>02-21-14</i>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <i>[Signature]</i>
DEPARTMENT OF BUDGET & MANAGEMENT | <i>02/24/2017</i>
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: County Wide Shop 122-004

DATE: 02/20/2014

CURRENT POSITION TITLE:

CURRENT SLOT. #: 0009

REQUESTED POSITION TITLE: Heavy Equipment Mechanic Supervisor
(For new positions or reclassifications)

REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification*
- Other _____

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ \$ 55,642.00 \$ 55,642.00

Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other Funding will be obtained from deletion of 2 positions within departments budget.

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.)
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CIVIL SERVICE:

Exempt FLSA: Exempt

Non-Exempt Non-Exempt

N/A

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

The Countywide mechanic shop is being re-organized to include a mechanic supervisor to properly manage the shop and to properly supervise highly skilled heavy equipment mechanics

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)

N/A



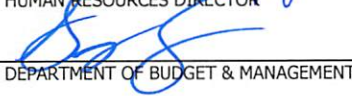
ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

N/A

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 | 2/21/2014
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | 02-21-14
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | 02/24/2014
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |

4.	COMMISSIONERS COURT APPROVAL	DATE	
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	02/24/2014
2.	HUMAN RESOURCES DIRECTOR	DATE	02-21-14
1.	DEPARTMENT HEAD	DATE	2/21/2014

<input checked="" type="checkbox"/>	YES	FUNDING AVAILABLE IN DEPT. BUDGET
<input type="checkbox"/>	NO	
<input checked="" type="checkbox"/>	YES	PERSONNEL PROCEDURES COMPLETED
<input type="checkbox"/>	NO	
<input checked="" type="checkbox"/>	YES	BUDGET PROCEDURES COMPLETED
<input type="checkbox"/>	NO	

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HUMAN RESOURCES: Classification and Salary Recommendation

Please see email attached regarding the inter departmental transfer.
 from pt. 2.
 MSX
 02-21-14

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

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

See attached

N/A

N/A

HIDALGO COUNTY PRECINCTS

MECHANIC IV

GENERAL DESCRIPTION

Performs advanced (senior-level) motor vehicle maintenance and equipment repair work. Work involves estimating repairs, requisitioning parts and supplies maintaining records of work performed, and overseeing the operation of a motor vehicle and equipment repair shop. May assign and/or supervise the work of others; Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates or performs various phases of motor vehicle repair such as paint, body, and mechanical repairs

Coordinates wrecker service to pick up wrecked or disabled vehicles

Oversees the repair and maintenance of various types of motors and mechanical equipment

Exchanges, rebuilds, and overhauls motors, transmission, differentials, and other major vehicle components and systems

Requisitions supplies, checks deliveries, maintains records of purchases and requisitions, and distributes supplies

Diagnoses and repairs all functions and controlling system of the vehicle

Discuss malfunctions, warranties, parts, and services with mechanics, drivers, and manufacturing representatives

Instructs mechanics in proper repair procedures and use of automated testing equipment

Inspects vehicles and estimates repairs

Prepares periodic reports and purchase orders

May assign and/or supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Four to five (4-5) years of experience in motor vehicle repair and maintenance work

Graduation from a high school or equivalent (GED), certificate in automotive repair

Experience and education may be substituted for one another

Certificates, Licenses and Registration

Certification from the National Institute of Automotive Service Excellence

Knowledge, Skills, and Abilities

Knowledge of automotive diagnosis, repair, and maintenance techniques; of welding; of departmental policies and record keeping procedures; of fleet management principles; of safety practices and principles used within an automotive repair facility; and of electrical and computerized systems and emission control systems

Skill in locating and diagnosing defective mechanical problems

Ability to work with electronic and computerized diagnostic equipment; to apply mechanical knowledge to the repair and maintenance of mechanical equipment

Maintain accurate records

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

HIDALGO COUNTY PRECINCTS

HEAVY EQUIPMENT MECHANIC SUPERVISOR

GENERAL DESCRIPTION

The Mechanic Supervisor has responsibility for supervising the servicing, repairing and maintenance of a wide variety of heavy duty automotive equipment in support of all the County Precincts. Work involves the diagnosis of defects and failures of equipment and the road testing and the checking of equipment after completion of repairs. The Mechanic Supervisor supervises a number of skilled and semi-skilled mechanics and other workers engaged in the repair of heavy motorized equipment.

EXAMPLES OF WORK PERFORMED

Supervises the activities and performance of Heavy Equipment Mechanics, heavy equipment transportation drivers

Oversees the servicing, repairing, and maintenance of a variety of automotive equipment such as street sweepers, bulldozers, motor graders, frontend loaders, back hoes, excavators, and other special purpose county equipment

Supervises and assists in the repair, service and modification of heavy equipment of a specialized nature

Makes inspections of work perform, and road tests equipment to determine the futher usability or repair needs of heavy equipment as a review of the work performed by the mechanics

Determines the necessity for the replacment of parts and approves the issuance of same from the parts stock room

Maintains records of equipment repaired along with time spent on such equipment and by each Heavy Equipment Mechanic. Will develop and prepare cost and other repair reports as required

Assigns jobs to Heavy Equipment Mechanics according to their training and capability, and to extent of repairs to be done as determined from work orders received or from inspection of the equipment

Maintains a schedule for preventative maintenance on all equipment providing for lubrication, replacement or tires or other parts and tune ups

Performs other related work as required or as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

High School diploma or appropriate GED and at least five (5) years of automotive mechanic experience in the repair of automotive and motorized equipment two (2) years of which must have been specifically involved in the repair of trucks or other heavy equipment.

Supervisory experience is preferred but not required.

Certificates, Licenses & Registration

May require a certification from the National Institute of Automotive Service Excellence

Knowledge, Skills, and Abilities

Thorough knowledge of the construction, design, assemble, and maintenance of a wide variety of special purpose heavy equipment

Considerable knowledge of tools and equipment needed for the overhaul, repair, and maintenance of heavy automotive equipment

Considerable knowledge and high degree of skill in diagnosis of trouble reported on the various pieces of equipment

Considerable knowledge of heavy equipment hydraulic systems, electrical systems and schematics, transmissions, articulators, and diesel engines

Ability to keep records of repairs, time and parts used for the servicing of heavy, special purpose automotive equipment, and to make related reports

Ability to assign and supervise the work of a group of Heavy Equipment Mechanics and related support staff.

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
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- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations