

# **HIDALGO COUNTY PRECINCTS**

## **SUPERVISOR**

### **GENERAL DESCRIPTION**

Under the direction of the County Commissioner. The Supervisor coordinates activities and personnel of the Hidalgo County. The individual will supervise a crew. Requires thorough knowledge of management and supervisory procedures and maintenance and operation of light and heavy equipment.

### **EXAMPLES OF WORK PERFORMED**

Schedule and coordinate equipment repair and maintenance

Coordinate personnel schedules

Insure that equipment and operational records are kept up to date

Operate and maintain heavy equipment as deemed necessary

Meet with engineering and construction personnel

Supervise the activities of all field workers

Coordinate and schedule all sanitation activities

Answer telephone and customer questions

Screen solid waste materials received

Keep accurate records of materials accepted at the landfill and/or collection stations

Procure, under purchasing policy regulation, prices and equipment and/or parts for equipment and operational activities

Prepare annual budget requests

Report to County Commissioner

Answer complaints and coordinate corrective action

Insure landfill compliance with TNRCC, if applicable

Meet with TNRCC staff when necessary, if applicable

Prepare operational reports as requested

Document and file forms requested by TNRCC., if applicable

Inspect grid markers, trench markers, entrance sign and other posted signs weekly and take corrective action if necessary to maintain TNRCC conformance, if applicable

Perform any other duties as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Graduation from a high school or equivalent (GED)

Ten (10) years experience in light and heavy equipment maintenance, operation and supervision

Knowledge of solid waste disposal and landfill procedures

Ability to repair and maintain light and heavy equipment

Bilingual (Spanish and English) with the ability to converse fluently in both languages

### **Certificates, Licenses and Registration**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by County Insurance carrier

TNRCC certification

### **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