

# **HIDALGO COUNTY PRECINCTS**

## **PARKS DIRECTOR**

### **GENERAL DESCRIPTION**

This position maintains park building, grounds and other structures, activities may include the mowing, string trimming, edging, and pest and weed control to meet the demands of county codes, naturalists and Master Gardener's requirements. Supervises other County employees and work release individuals. Participates in supervising scheduled preventative maintenance programs for equipment used for projects or services. Trains, motivates and evaluates subordinate personnel; provides or coordinates employee training; and evaluates employee performance. Monitors use of appropriate supplies, tools, and equipment and assists in purchasing recommendations. Participates in the development of policies and procedures, and monitors work activities to ensure compliance with established policies and procedures; and makes recommendations for changes and improvements to existing standards and procedures. Performs skilled grounds maintenance task utilizing specialized machines and tools; set irrigation timers; and repairs and maintains sprinkler heads as needed. Assists with maintaining building systems and works with vendors and contractors.

### **EXAMPLES OF WORK PERFORMED**

- Supervises mowing, edging and string trimming
- Maintains flower beds, shrubs and trees
- Maintains soccer fields and baseball field
- Performs routine maintenance of all equipment
- Orders parts and materials
- Applies pesticides (e.g. ants) and fertilizers
- Works with partnership agencies on special projects
- Maintains building systems
- Performs all other related duties

### **GENERAL QUALIFICATION GUIDELINES**

## **Experience and Education**

Associates Degree in Maintenance and repair technical courses required

Bachelor's Degree

Eight (8) years experience in large commercial mowing, edging and string trimming

Minimum of two (2) years supervisory experience required

Eight (8) years experience maintaining building systems

## **Certificates, Licenses and Registration**

Requires CDL Class "B" Driver's License and pesticide outdoor license or the ability to obtain licenses within 90 days of employment

Must be insured by the County's insurance carrier

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

A good working knowledge of mowers, string trimmers, edgers, blowers, chain saws and all related tools of the trade

Knowledge of maintaining building systems

Ability to work with vendors and contractors

Knowledge of building and structure minor repairs

## **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

## Personnel Adjustment Request Form

**DEPARTMENT NAME/NUMBER:** Pct-3 Rd. Maintenance  
123-005

**DATE:** 06-20-14  
**CURRENT SLOT. #:** 0006

**CURRENT POSITION TITLE:**  
Asst. Field Operations Director

**REQUESTED POSITION TITLE:**  
(For new positions or reclassifications)

**REQUEST FOR:**

- New Position     
  Temporary Position     
  Position Reclassification\*     
  Other delete

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 53,291.00      \$ 0      \$ (53,291.00)  
                                  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 \_\_\_\_\_

**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:**  
 Exempt       FLSA: Exempt   
 Non-Exempt       Non-Exempt   
 N/A

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

Position no longer needed.

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

sdfsdfsdf

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

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

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

- |    |                                   |                 |                                   |   |                             |
|----|-----------------------------------|-----------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Dr. Monte Paves</u>            | <u>6-20-14</u>  | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT HEAD                   | DATE            |                                   |   |                             |
| 2. | <u>Esther A. Coyle</u>            |                 | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | HUMAN RESOURCES DIRECTOR          | DATE            |                                   |   |                             |
| 3. | <u>[Signature]</u>                | <u>06/20/14</u> | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT OF BUDGET & MANAGEMENT | DATE            |                                   |   |                             |
| 4. | COMMISSIONERS COURT APPROVAL      | DATE            |                                   |   |                             |



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

sdfsdfsdf

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

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

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

- |    |  |                         |                                   |   |                             |
|----|--|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u><i>Dr. M. Mark P.</i></u><br>DEPARTMENT HEAD                  | <u>6-20-14</u><br>DATE  | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Esther A. Cortez / rjc</i></u><br>HUMAN RESOURCES DIRECTOR | <u>0620.14</u><br>DATE  | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>[Signature]</i></u><br>DEPARTMENT OF BUDGET & MANAGEMENT   | <u>06/20/14</u><br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                                     | DATE                    |                                   |   |                             |