

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.	<u><i>[Signature]</i></u> DEPARTMENT HEAD	<u>6-25-14</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u><i>Eather A. Cortez</i></u> HUMAN RESOURCES DIRECTOR	<u>06-25-14</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u><i>[Signature]</i></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>06/26/2014</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date			

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- | | | | | | |
|----|--|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u><i>C. M. Sloan</i></u>
DEPARTMENT HEAD | <u>6-25-14</u>
Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Esther A. Cortez</i></u>
HUMAN RESOURCES DIRECTOR | <u>06-26-14</u>
Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>D. S.</i></u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>06/26/14</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: PCT. 3 RD MAINTENANCE (123-005)

DATE: 6/25/2014

CURRENT POSITION TITLE:

CURRENT SLOT #: 0099

REQUESTED POSITION TITLE: ASSISTANT PAVING SUPERVISOR

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00 \$ 34,000.00 \$ 34,000.00
Current G&S/ Budgeted Salary Proposed G&S/ Budgeted Salary 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 POSITIONS SLOT #0086 & #0088.

POSITION Type:

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

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

TEMPORARY POSITIONS: N/A

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)
Assistant Supervisor will assist paving supervisor in overseeing personnel to ensure work is progressing properly.

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

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- | | | | | | |
|----|--|---------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u><i>[Signature]</i></u>
DEPARTMENT HEAD | <u>6-25-14</u>
Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Esther A. Cortez / mpc</i></u>
HUMAN RESOURCES DIRECTOR | <u>06-26-14</u>
Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>[Signature]</i></u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>06/26/2014</u>
Date | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | _____
COMMISSIONERS' COURT APPROVAL | _____
Date | _____ | _____ | _____ |

HIDALGO COUNTY PRECINCTS

ASSISTANT PAVING SUPERVISOR

GENERAL DESCRIPTION

Assists the Paving Supervisor Director in supervising the daily activities of county work crew involved in road construction. Assists in directing activities of equipment operators and truck drivers. Carries out supervisory responsibilities in accordance with Hidalgo County policies and applicable laws.

EXAMPLES OF WORK PERFORMED

Operates all equipment related to support requirements

Checks roads to determine what repairs or maintenance are needed

Recommends to supervisor appropriate construction materials, equipment and supply needs

Assists in assigning work crew for preparation of road paving construction

Assists in supervising work directly and/or checks on jobs periodically to assure that work is progressing properly

Assists in training new employees in their duties and in equipment operation including familiarization of engineering plans, specifications, blue tops, and construction staking

Gives input to Field Operation Director regarding evaluations of crewmember performance and suggestion for improvement

Assists in engineering plans and specifications for new road construction, reconstruction and paving overlay

Regular attendance is a must

Ability to work well with others

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a high school or equivalent (GED) with at least five (5) years of experience in construction (including paving machinery experience) and repair of roads, bridges and draining structures; or

Any equivalent combination of education and experience which provides the required knowledge, skills and abilities

Certificates, Licenses and Registration

Must have a valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

Knowledge, Skills, and Abilities

Thorough knowledge of the methods, practices, equipment and materials used in construction and maintenance of roadways and/or bridges

Ability to communicate effectively, especially orally, with persons of varying educational backgrounds

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

Ability to estimate materials, equipment and personnel needed for road and bridge reconstruction, maintenance projects and related activities

Ability to establish and maintain effective working relationships with other County employees and the general public

Ability to read and interpret documents such as engineering plans, safety rules, operating and maintenance instructions, and procedure manuals

Ability to write routine reports and correspondence

Ability to speak effectively before groups of customers or employees of organization

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions and decimals

Ability to compute rate, ratio and percent

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form

Ability to deal with problems involving several concrete variables in standardized situations

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

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 up to 10 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

