



HIDALGO COUNTY

Personnel Adjustment Request Form



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

DATE: **09/22/14**

CURRENT POSITION TITLE: **Maintenance V**

CURRENT SLOT. #:
124-036-0033

REQUESTED POSITION TITLE:

REQUEST FOR: OF POSITION

New Position Temporary Position Position Reclassification* Other Delete

POSITION SALARY REQUEST:

<u>1</u>	<u>\$ 30,503.00</u>	<u>\$.00</u>	<u>\$</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 N/A

OCT 2 PM 1 06
HIDALGO COUNTY
BUDGET OFFICE

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.

4. COMMISSIONERS COURT APPROVAL _____ DATE _____

3. DEPARTMENT OF BUDGET & MANAGEMENT _____ DATE 10/02/2014

2. HUMAN RESOURCES DIRECTOR _____ DATE 09.23.14

1. DEPARTMENT HEAD _____ DATE 9/22/14

Robert Johnson
Ernest A. County by Dep't. Head

BUDGET PROCEDURES COMPLETED YES NO

PERSONNEL PROCEDURES COMPLETED YES NO

FUNDING AVAILABLE IN DEPT. BUDGET: YES NO

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HUMAN RESOURCES: Classification and Salary Recommendation

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

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.

N/A



HIDALGO COUNTY Personnel Adjustment Request Form



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

DATE: **09/22/14**

CURRENT POSITION TITLE: **N/A**

CURRENT SLOT. #: **124-036-0034**

REQUESTED POSITION TITLE: **Heavy Equipment Operator II**

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 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: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

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.	<u>Joseph Palacios</u> DEPARTMENT HEAD	<u>9/22/14</u> DATE	<u>FUNDING AVAILABLE IN DEPT. BUDGET:</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO
2.	<u>Esther A. Lopez by Supriya Devi</u> HUMAN RESOURCES DIRECTOR	<u>09.23.14</u> DATE	<u>PERSONNEL PROCEDURES COMPLETED</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>10/02/2014</u> DATE	<u>BUDGET PROCEDURES COMPLETED</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO
4.	<u>COMMISSIONERS COURT APPROVAL</u>	<u>DATE</u>		

HIDALGO COUNTY PRECINCT #4
DRAINAGE IMPROVEMENT PROJECT

DRAINAGE HEAVY EQUIPMENT OPERATOR II

GENERAL DESCRIPTION

Drives and operates motor grader and various heavy equipments. This is a responsible position that may involve minimal instruction or supervision. This is a skilled-labor position involved with the operation of medium to large-class heavy equipment, or servicing an operation such as garbage collection, clearing of right-of-way and drainage ditches of debris. The employee may be assigned a number of tasks.

EXAMPLES OF WORK PERFORMED

Serves as operator of heavy gasoline and/or diesel equipment such as a motor grader, backhoes, and other medium-to large-class equipment

Employee will be expected to grade roads, spread caliche and may assist in opening new roads

Clear/Clean or build bar ditches according to surrounding ground elevations and availability of drainage

Ability to operate small-class trucks including pick-up truck, dump truck, water truck, tractor, sedan, flat bed truck

Loads truck; hauls dirt, gravel, caliche, water, garbage and/or other materials and equipment to designated areas and unloads truck

Ability to operate generators, pumps, hand tools and a 2-way radio

Maintains vehicle in ready working condition, including fuel, proper lubrication and cleaning

Examines vehicles for needed repairs and routine maintenance and reports necessary repairs

Ability to operate and maintain equipment that is used during projects to repair roads, brush pickups, or clearing of drainage ditches

Performs maintenance and construction duties including installation of culverts

Regular attendance is a must

Ability to work well will others

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a high school or equivalent (GED)

Employee must have a minimum of four (4) years experience working with motor grader/heavy equipment and possess basic knowledge of minor repairs and adjustments; or

Any equivalent combination of experience and training, which provides the required knowledge, skills and abilities to perform duties

Certificates, Licenses & Registrations

Texas Commercial Driver's License (CDL – Class C) required; CDL may require specialized endorsements depending on area of assignment

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

Positions requiring a CDL or positions of a safety sensitive nature are subject to drug and alcohol testing in accordance with federal regulations

Knowledge, Skills, and Abilities

Knowledge of the safe operation of the equipment used and of the provisions of the Texas Motor Vehicle Code relating to the operation of equipment/vehicles

Sufficient skills to operate equipment effectively and safely

Ability to perform strenuous work outdoors

Ability to understand and follow oral instructions

Ability to read and comprehend simple instructions, short correspondence and memos

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

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

Ability to calculate figures and amounts such as simple addition, subtraction, multiplication and division

Ability to apply common sense understanding to carry out detailed but uninvolved written and/or oral instructions

Ability to deal with problems involving a few concrete variables in standardized situations

Must be able to perform the duties of Heavy Equipment Operator I

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 required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to 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 fifty (50) 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

