



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE / 280

DATE: 2/17/15

CURRENT POSITION TITLE: COMMUNITY SERVICE SPECIALIST

CURRENT SLOT. #: 002-398

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other DELETE POSITION

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

POSITION SALARY REQUEST:

Salary Amount: \$ 31,404.00 \$ 0.00 \$ (\$31,404.00)
 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	<input type="checkbox"/>	FLSA:	<input type="checkbox"/>	
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	
N/A	<input type="checkbox"/>			

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

DELETING VACANT POSITION.


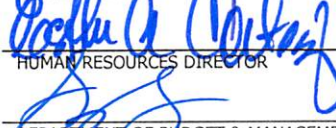

NEW POSITION: Brief job description and attach a copy of the new job description.

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>2-18-15</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		<u>3/9/2015</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		<u>03/11/2015</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			



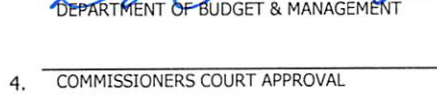
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HIDALGO COUNTY SHERIFF'S OFFICE

PLUMBER I

GENERAL DESCRIPTION

Performs skilled/full journey level duties under limited supervision to install, repair, or maintain plumbing system (i.e. water, drain, and gas) systems in County owned and maintained buildings.

EXAMPLES OF WORK PERFORMED

Trouble shoots plumbing problems and performs general maintenance and repairs for all boilers, hot water tanks, steamers, heaters, dishwashers, and related items/devices in the County

Installs and repairs gas and waterlines and drains and sewer lines; Checks and repairs gas leaks

Repairs breaks in underground water and drain lines; May install and repair sprinkler systems

On call for emergency repairs of plumbing and sewage systems

Unstops drain lines

Installs, repairs, replaces faucets, sinks, toilets, showers, and other plumbing fixtures

Winterizes buildings (if needed) to limit freeze damage to plumbing systems

Performs preventive maintenance on all plumbing (water, gas, and sewer) equipment, fixtures, etc. and eliminates severe problems that could be the cause of major down time

Informs supervisor of parts, equipment, and other supplies that are necessary to do the job; keeps necessary parts and supplies on hand for common projects

Cleans work area and maintains plumbing shop and tools, including assigned vehicle

Performs other duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Journeyman's Plumber's License required

Three to five (3-5) years in the plumbing field in commercial plumbing maintenance and/or repair

Certificates, Licenses, Registration

Must have a current valid Texas motor vehicle operator's license and acceptable driving record required

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

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