

# **HIDALGO COUNTY PRECINCT #1**

## **MAINTENANCE II**

### **GENERAL DESCRIPTION**

Serves as the general maintenance for the Precincts. This is a responsible position that may involve minimal instruction or supervision. This is a skilled manual labor position involved with maintenance of county roads and right-of-way, or servicing an operation such as brush collection, road patch work, and drainage clearing. Performs all kinds of welding, brazing, and cutting using gas and electric welding equipment.

### **EXAMPLES OF WORK PERFORMED**

Loads materials, trash, brush, etc., onto truck; may sometime unload the same

Assists in cleaning equipment, hand tools and truck

May perform minor repairs to the tools, equipment and truck

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

May install culverts and other road repairs

Cuts high grass or weeds and picks up brush along County right-of-way

Maintains shop area clean on daily basis

May patch County roads

May be required to operate a welder and fabricate and repair equipment by cutting, burning, and welding various metal materials

Regular attendance is a must

Ability to work well with others

Maintains landfill/collection station areas clean on a daily basis

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Graduation from a high school or equivalent (GED)

Two (2) years experience; or

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

**Certificates, Licenses, Registration**

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

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

**Knowledge, Skills, and Abilities**

Must have basic knowledge of hand tools associated with manual labor and the minor repair of the equipment

Employees working in the installation of signs may use a jackhammer, pole hole digger, hole auger, air compressor, etc., but all employees will be trained on the job to handle such tools

Will patch County roads as part of the asphalt patching truck crew with aggregate gravel CRS2 (hot oil)

Ability to read and interpret documents such as safety rules

Maintenance instructions and procedure manuals

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

Ability to calculate figures and amounts such as simple addition, subtraction, multiplication, and division in all units of measure

Ability to solve simple and common sense problems and interpret simple instructions furnished in written, oral, diagram or schedule form

Ability to understand, follow and give oral and written instructions

Must be able to perform all duties of Maintenance 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 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