



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 121-005      DATE: 6/5/2015

CURRENT POSITION TITLE: DIESEL MECHANIC      CURRENT SLOT #: 0078

REQUESTED POSITION TITLE: DIESEL MECHANIC II

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

**POSITION SALARY REQUEST:**

Salary Amount:

\$ 43,260.00      \$ 39,649.00      \$ (3,611.00)  
 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     \_\_\_\_\_  
 Enter hourly rate for temp. positions

Full Time Employee 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.)
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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)

Position is incurring additional duties to meet the department needs.

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


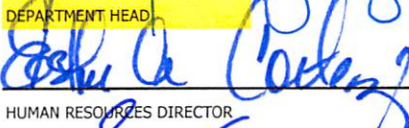

**POSITION RECLASSIFICATION:** Explain change and/or increase in duties and responsibility. (Attach new job description)

Position is incurring additional duties to meet the department needs.

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	 _____ DEPARTMENT HEAD	6/5/15 _____ Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 _____ HUMAN RESOURCES DIRECTOR	6/18/2015 _____ Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 _____ DEPARTMENT OF BUDGET & MANAGEMENT	06/18/2015 _____ 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: 121-005 013 *2/20*

DATE: 6/5/2015

CURRENT POSITION TITLE: MECHANIC III

CURRENT SLOT #: 0003

REQUESTED POSITION TITLE: MECHANIC IV

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

**POSITION SALARY REQUEST:**

Salary Amount:

\$ 36,039.00      \$ 39,649.00      \$ 3,610.00  
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     \_\_\_\_\_  
Enter hourly rate for temp. positions

Full Time Employee 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)

\_\_\_\_\_  
Position is incurring additional duties to meet the department needs.  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Position is incurring additional duties to meet the department needs.

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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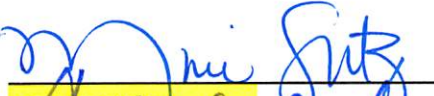
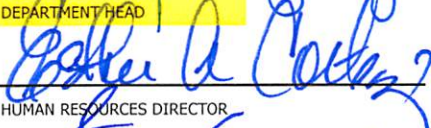

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	<u>6/5/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>6/18/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>06/18/2015</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date		

# **HIDALGO COUNTY PRECINCT #1**

## **DIESEL MECHANIC II**

### **GENERAL DESCRIPTION**

Under the supervision of the Director of Field Operations. Performs inspection, maintenance and repairs on heavy duty vehicles, such as trucks, trailers, forklifts, pickups, etc. Responsible for diesel engines, transmissions, brake systems, electrical trouble shooting, steering and cooling systems. Keeps track of the maintenance work on the vehicle. Ensures services provided are in compliance with safety procedures.

### **EXAMPLES OF WORK PERFORMED**

Plan, organize and participate in the maintenance and repair activities to a variety of large and small precinct vehicles and equipment including gasoline, diesel, and alternative fuel-powered equipment

Receive work orders, plan and perform work as necessary

Determine equipment and material needs and requisition parts as necessary; communicate with supervisor on work projects and other related assignments

Maintain the automotive equipment used in the Precinct and perform required services and mechanical repairs on buses, trucks, automobiles, and other mechanical equipment

Perform safety inspections on Precinct vehicles, including buses; perform road tests and inspection to assure malfunctions have been corrected and equipment is functioning properly

Rebuild, replace, or overhaul engines, transmissions, differentials, starters, generators, braking systems, clutches, carburetor systems, electrical systems, and other mechanical assemblies

Perform engine tune-ups and ignition system adjustments as necessary; inspect, adjust and reline brakes within specific guidelines

Diagnose and repair engine systems, such as distributors, coils, alternators, starters, and related systems

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Graduation from a high school or equivalent (GED)

Qualified applicants must possess a minimum of (4) four years verifiable work experience as a diesel mechanic or, have a Journeyman's card

### **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

Certification required in engine and transmission repair, brake systems, air conditioning and electrical systems.

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

Ability to read and interpret documents such as safety rules, operating and 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

Ability to understand and follow written and oral instructions and directives

Must be able to perform duties of Mechanic I and II

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 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

# **HIDALGO COUNTY PRECINCTS**

## **MECHANIC IV**

### **GENERAL DESCRIPTION**

Performs advanced (senior-level) motor vehicle maintenance and equipment repair work. Work involves estimating repairs, requisitioning parts and supplies maintaining records of work performed, and overseeing the operation of a motor vehicle and equipment repair shop. May assign and/or supervise the work of others; Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Coordinates or performs various phases of motor vehicle repair such as paint, body, and mechanical repairs

Coordinates wrecker service to pick up wrecked or disabled vehicles

Oversees the repair and maintenance of various types of motors and mechanical equipment

Exchanges, rebuilds, and overhauls motors, transmission, differentials, and other major vehicle components and systems

Requisitions supplies, checks deliveries, maintains records of purchases and requisitions, and distributes supplies

Diagnoses and repairs all functions and controlling system of the vehicle

Discuss malfunctions, warranties, parts, and services with mechanics, drivers, and manufacturing representatives

Instructs mechanics in proper repair procedures and use of automated testing equipment

Inspects vehicles and estimates repairs

Prepares periodic reports and purchase orders

May assign and/or supervise the work of others

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Four to five (4-5) years of experience in motor vehicle repair and maintenance work

Graduation from a high school or equivalent (GED), certificate in automotive repair

Experience and education may be substituted for one another

### **Certificates, Licenses and Registration**

Certification from the National Institute of Automotive Service Excellence

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

Knowledge of automotive diagnosis, repair, and maintenance techniques; of welding; of departmental policies and record keeping procedures; of fleet management principles; of safety practices and principles used within an automotive repair facility; and of electrical and computerized systems and emission control systems

Skill in locating and diagnosing defective mechanical problems

Ability to work with electronic and computerized diagnostic equipment; to apply mechanical knowledge to the repair and maintenance of mechanical equipment

Maintain accurate records

Assign and/or supervise the work of others

### **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