



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

N/A

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

N/A

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

N/A

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

This position is vacant

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

|    |   |                          |                                   |   |                             |
|----|---|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Josep Palacios</u><br>DEPARTMENT HEAD                | <u>1-7-16</u><br>DATE    | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>[Signature]</u><br>HUMAN RESOURCES DIRECTOR          | <u>1/08/2016</u><br>DATE | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>1/14/2016</u><br>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: Precinct # 4 (124-007) Rd. Maintenance

DATE: 01/07/2016

CURRENT POSITION TITLE:

CURRENT SLOT. #:

REQUESTED POSITION TITLE: Heavy Equipment Operator II  
(For new positions or reclassifications)

0081

**REQUEST FOR:**

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

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

**POSITION SALARY REQUEST:**

Salary Amount: \$                           \$ 30,045.00 <sup>dm</sup>      \$ \$30,045.10 <sup>dm</sup>  
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 To be funded from deleted position (1200-431-00-124-007)

**POSITION Type:**

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

Full Time Temporary Object 121       Part Time Temporary Object 122  \$ \_\_\_\_\_  
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)

Precinct 4 Reorganization Plan (Will create slot # 007-0081)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

N/A

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

N/A

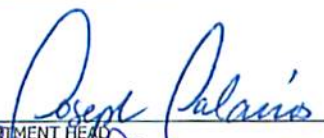

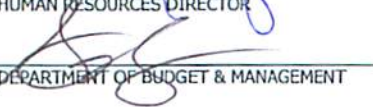
**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

N/A

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

- |    |  |                   |                                   |   |                             |
|----|--|-------------------|-----------------------------------|---|-----------------------------|
| 1. | <br>DEPARTMENT HEAD                   | 1-7-16<br>DATE    | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <br>HUMAN RESOURCES DIRECTOR          | 1/08/2016<br>DATE | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <br>DEPARTMENT OF BUDGET & MANAGEMENT | 1/14/2016<br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL   | DATE              |                                   |   |                             |

## HIDALGO COUNTY PRECINCT #4

### HEAVY EQUIPMENT OPERATOR II

#### GENERAL DESCRIPTION

Performs routine (journey-level) road construction and maintenance work; Work involves the specialized operation of light, medium, and heavy equipment used for road repair, maintenance, and construction programs; Works under general supervision with some latitude for the use of initiative and independent judgment.

#### EXAMPLES OF WORK PERFORMED

Performs all tasks that can be performed by a Heavy Equipment Operator I plus the following additional tasks:

Grade roads, spread caliche and assist in the construction and opening of new roads

May clean / clear or build bar ditches according to surrounding ground elevations and availability of drainage

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

Operates a variety of types of gasoline and diesel equipment and light, medium and heavy equipment involved in road construction and maintenance projects, such as backhoes, front-end loaders, forklifts, dump trucks, and related equipment

Prepares daily reports and logs related to quantities of materials used, types of equipment, work hours, and project status

Performs routine and preventive vehicle and equipment maintenance and repair to ensure proper operating conditions

Performs general maintenance / manual labor as required

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

Performs traffic control set up on job sites to ensure safe working environments

Reports and/or repairs malfunctions on light, medium and heavy equipment

May work on the reconstruction or rehabilitation of streets, surface maintenance, traffic control, or drainage zones

Shred road right-of- way

May assist during emergency situations such as floods, severe weather, and accidents

Performs other related duties as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Minimum of two (2) years of experience working with light, medium and heavy equipment

Must have the ability and the knowledge to make minor repairs and adjustments to assigned equipment

Graduation from a high school or equivalent (GED) required

### **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 construction maintenance, repair, and operation of light and heavy equipment, including vehicles

Ability to maintain records of materials, supplies, time, and work performed; and to work effectively with the public

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

Skill in operating heavy equipment effectively and safely

Ability to perform strenuous work in outdoors

Ability to understand and follow oral instructions

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

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

Knowledge to perform basic math

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

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

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 twenty five (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