

# HIDALGO COUNTY PRECINCT #1

## MAINTENANCE III

### GENERAL DESCRIPTION

Performs supervisory duties as directed. Maintains safe conditions on all County roads and bridges within precincts. Performs various tasks of construction and maintenance throughout the precincts.

### EXAMPLES OF WORK PERFORMED

#### Road & Bridge

Performs supervisory duties as directed

Patches holes on County roads and/or bridges

Is able to operate tractor with shredder effectively in order to maintain all paved and unpaved roads in precinct

Performs a variety of preventative maintenance and repair work on equipment

Performs maintenance and construction duties including installing culverts

May operate chainsaw to clear brush from right of way

May drive County vehicle to haul materials to and from the worksite

Tamps, packs and levels dirt, gravel or asphalt

Uses hand tools to dig ditches or holes

Loads material, trash, brush, etc., onto truck; May sometime unload the same

May replace tires on County vehicles

Checks daily construction schedule to keep apprised of materials needed on the job

Regular attendance is a must

Ability to work well with others

Perform other duties as assigned

## **Sanitation and Landfill**

Familiarization with all duties of the attendants, maintenance I and truck drivers for the Sanitation Department

Check daily operations at the citizen collection stations and reports to the Sanitation Director

Schedules all work orders for truck operators and serves as dispatcher for the operation

Mobilizes heavy equipment as needed to maintain a hazard free environment at all citizen collection stations and recovery centers

Works closely with the Solid Waste Enforcement Officers for schedule clean-up campaigns

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Graduation from a high school or equivalent (GED).

Three (3) years of supervisory experience; and/or

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

### **Certificates, Licenses and 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**

Should be able to operate other general equipment such as backhoe, loader, etc

Should be able to train employees on the various types of equipment

May be required to address personnel issues

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

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

Ability to understand and follow written and oral instructions and directives

Must be able to perform all duties of Maintenance 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 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