



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT DIRECTOR, FIELD OPERATIONS I**
Grade: 15

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

This is a supervisory position and the incumbent must demonstrate on-going competence in being able to delegate responsibility as well as instruct and train employees on proper shop procedure and proper equipment/tool handling and training.

EXAMPLES OF WORK PERFORMED

Assists in the supervision of all precinct road and bridge crews as directed

Assists in scheduling work projects, fueling equipment, trouble shooting problem area, maintain County logs and keep inventory of all equipment and supplies

Employee may be required to work evenings and weekends as needed

Assists in writing specifications for new vehicles and oversees their distribution within the department

Assists in writing specifications for new equipment to be purchased

Maintains a working relationship with various vendors for sublet work and parts purchased

Supervises schedules for subordinate personnel

Regular attendance is a must

Ability to work well with others

EXPERIENCE AND EDUCATION

Associate's degree from an accredited college or university

Two (2) years of supervisory experience

Two (2) years of related experience may be substituted for one (1) year of education

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

Must be able to supervise and evaluate employees

Knowledge of standard practices, methods and skills in the use and care of tools, equipment and materials of vehicle maintenance

Knowledge of purchasing and of hazards and safety precautions

Ability to establish and maintain working relationships with other county employees, officials and the public

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

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 County of Hidalgo Accident Prevention Plan and department's safety regulations