



Travis County Commissioners Court Agenda Request

Meeting Date: 5/22/2012

Prepared By/Phone Number: Cynthia Lam-Roldan, 854-4822

Elected/Appointed Official/Dept. Head: Leslie Browder, 854-9106

Commissioners Court Sponsor: Judge Samuel T. Biscoe

JB

AGENDA LANGUAGE:

Consider and take appropriate action on proposed routine personnel amendments.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Attached are Personnel Amendments for Commissioners Court approval.

Routine Personnel Actions – Pages 2 – 23.

If you have any questions or comments, please contact Diane Poirot at 854-9170 or Todd L. Osburn at 854-2744.

STAFF RECOMMENDATIONS:

N/A

ISSUES AND OPPORTUNITIES:

N/A

FISCAL IMPACT AND SOURCE OF FUNDING:

None.

REQUIRED AUTHORIZATIONS:

Todd Osburn, Human Resources Management Department, 854-2744

Diane Poirot, Human Resources Management Department, 854-9170

Leslie Browder, Planning and Budget Office, 854-9106

Cheryl Aker, County Judge's Office, 854-9555

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AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.



Human Resources Management Department

700 Lavaca Street, 4th Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-9757

May 22, 2012

ITEM # :

DATE: May 11, 2012

TO: Samuel T. Biscoe, County Judge
Ron Davis, Commissioner, Precinct 1
Sarah Eckhardt, Commissioner, Precinct 2
Karen L. Huber, Commissioner, Precinct 3
Margaret Gomez, Commissioner, Precinct 4

VIA: Leslie Browder, County Executive, Planning and Budget *JB*

FROM: Diane Poirot, Director, HRMD *DP*

SUBJECT: Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

Routine Personnel Actions – Pages 2 – 23.

If you have any questions or comments, please contact Diane Poirot at 854-9170 or Todd L. Osburn at 854-2744.

LB/DP/TLO

Attachments

cc: Planning and Budget Department
County Auditor
County Auditor-Payroll (Certified copy)
County Clerk (Certified copy)

WEEKLY PERSONNEL AMENDMENTS --- ROUTINE

NEW HIRES

Dept.	Slot	Position Title	Dept. Requests Level/Salary	HRMD Recommends Level/Salary
County Atty	68	Office Spec	12 / Level 4 / \$31,657.60	12 / Level 4 / \$31,657.60
County Atty	71	Office Spec	12 / Level 3 / \$30,804.80	12 / Level 3 / \$30,804.80
County Clerk	122	Court Clerk I	13 / Level 2 / \$32,052.80	13 / Level 2 / \$32,052.80
Juvenile Probation	38	Building Maint Supv	16 / Level 3 / \$40,352.00	16 / Level 3 / \$40,352.00
Juvenile Probation	229	Juvenile Probation Ofcr III	17 / Level 2 / \$41,995.20	17 / Level 2 / \$41,995.20
Juvenile Probation	331	Child Support Compl Ofcr	13 / Level 1 / \$31,158.40	13 / Level 1 / \$31,158.40
TNR	142	Dispatcher	12 / \$31,090.17	12 / \$31,090.17
Temporary to Regular			** Actual vs Authorized	

TEMPORARY APPOINTMENTS

Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
County Clerk	20217	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20233	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20235	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20238	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20251	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20665	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	23198	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
Fac Mgmt	50054	Custodian	7 / \$10.00	7 / \$10.00	05
Fac Mgmt	50059	Custodian	7 / \$10.00	7 / \$10.00	05
Juvenile Probation	50117	Juvenile Rsdntl Trt Ofcr Asst	12 / \$13.59	12 / \$13.59	05

****Temporary Status Type Codes:** (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).

CAREER LADDERS – POPS						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Sheriff	1371	Cadet* / Grd 80	Corrections Ofcr / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1783	Cadet* / Grd 80	Corrections Ofcr / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
* Actual vs Authorized						

PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS				
Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
Comm Pct 1	Slot 4 / Executive Asst* / Grd 17 / \$46,519.82	Comm Pct 1	Slot 4 / Executive Asst Electd Official / Grd 19 / \$48,845.80	Promotion. Pay is between min and midpoint of pay grade.
Constable 2	Slot 42 / Court Clerk I / Grd 13 / \$32,000.00	Constable 2	Slot 42 / Court Clerk I / Grd 13 / \$36,500.00	Salary adjustment. Pay is between min and midpoint of pay grade.
Constable 5	Slot 6 / Office Mgr Sr / Grd 21 / \$59,716.80	Constable 5	Slot 6 / Office Mgr Sr / Grd 21 / \$64,918.26	Salary adjustment. Pay is at midpoint of pay grade.
Constable 5	Slot 56 / Court Svcs Mgmt Admin Coord / Grd 18 / \$42,382.08	Constable 5	Slot 56 / Court Svcs Mgmt Admin Coord / Grd 18 / \$47,465.60	Salary adjustment. Pay is between min and midpoint of pay grade.
County Atty	Slot 194 / Legal Secretary / Grd 15 / \$39,804.44	County Atty	Slot 107 / Victim Counselor Sr / Grd 17 / \$41,995.20	Promotion. Pay is between min and midpoint of pay grade.
Criminal Justice Planning	Slot 64 / Legal Secretary / Grd 15 / \$35,646.76	Tax Collector	Slot 142 / Tax Spec I / Grd 13 / Part-time \$15,119.42	Voluntary job change. Pay is at minimum of pay grade.
JP Pct 2	Slot 3 / Court Clerk I / Grd 13 / \$30,238.83	JP Pct 2	Slot 3 / Court Clerk I / Grd 13 / \$32,239.00	Salary adjustment. Pay is between min and midpoint of pay grade.
JP Pct 2	Slot 6 / Court Clerk I / Grd 13 / \$34,251.26	JP Pct 2	Slot 6 / Court Clerk I / Grd 13 / \$34,609.00	Salary adjustment. Pay is between min and midpoint of pay grade.
Actual vs Authorized				

PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS

Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
JP Pct 2	Slot 7 / Court Clerk II / Grd 15 / \$36,499.23	JP Pct 2	Slot 10 / Court Clerk II Sr / Grd 16 / \$39,349.00	Promotion. Pay is between min and midpoint of pay grade.
JP Pct 2	Slot 9 / Court Clerk II Sr / Grd 16 / \$42,370.45	JP Pct 2	Slot 9 / Court Clerk II Sr / Grd 16 / \$44,770.00	Salary adjustment. Pay is between min and midpoint of pay grade.
JP Pct 2	Slot 11 / Court Clerk I / Grd 13 / \$30,238.83	JP Pct 2	Slot 11 / Court Clerk I / Grd 13 / \$30,739.00	Salary adjustment. Pay is between min and midpoint of pay grade.
JP Pct 2	Slot 22 / Court Clerk I / Grd 13 / \$30,238.83	JP Pct 2	Slot 7 / Court Clerk II / Grd 15 / \$34,609.00	Promotion. Pay is at minimum of pay grade.
JP Pct 2	Slot 29 / Court Clerk I / Grd 13 / \$33,211.29	JP Pct 2	Slot 29 / Court Clerk I / Grd 13 / \$33,787.00	Salary adjustment. Pay is between min and midpoint of pay grade.
Juvenile Probation	Slot 420 / Juvenile Detention Ofcr II / Grd 14 / \$32,345.46	Juvenile Probation	Slot 429 / Juvenile Rsdntl Trt Ofcr II* / Grd 14 / \$32,345.46	Lateral transfer. Employee transferred to different slot, different position, same department, same pay grade, retains current pay.
Juvenile Probation	Slot 581 / Juvenile Detention Ofcr III / Grd 15 / \$34,608.50	Juvenile Probation	Slot 43 / Juvenile Probation Ofcr II / Grd 16 / \$37,024.00	Promotion. Pay is at minimum of pay grade.
Sheriff	Slot 521 / Certf Peace Ofcr Sr / Grd 84 / \$57,598.94	Sheriff	Slot 93 / Sergeant Corrections / Grd 88 / \$78,624.62	Promotion. Peace Officer Pay Scale (POPS).
Sheriff	Slot 779 / Office Spec Sr / Grd 13 / \$39,381.06	Sheriff	Slot 1657 / Deputy Sheriff Law Enforcement* / Grd 72 / \$50,465.79	Transition from Classified Pay Scale to Peace Officer Pay Scale (POPS).
Sheriff	Slot 789 / Office Spec Sr / Grd 13 / \$33,734.90	Sheriff	Slot 1423 / Cadet / Grd 80 / \$34,594.77	Promotion. Transition from Classified Pay Scale to Peace Officer Pay Scale (POPS) Step 1.
Sheriff	Slot 891 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	Sheriff	Slot 1605 / Deputy Sheriff Law Enforcement* / Grd 72 / \$46,622.16	Promotion. Peace Officer Pay Scale (POPS).

* Actual vs Authorized

PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS				
Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
Sheriff	Slot 1256 / Detective Law Enforcement / Grd 75 / \$81,275.38	Sheriff	Slot 1805 / Detective Law Enforcement / Grd 75 / \$81,275.38	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 1605 / Deputy Sheriff Sr Law Enfrmnt / Grd 74 / \$64,206.06	Sheriff	Slot 1256 / Detective Law Enforcement / Grd 75 / \$77,605.84	Promotion. Peace Officer Pay Scale (POPS).
Sheriff	Slot 1805 / Detective Law Enforcement / Grd 75 / \$79,883.44	Sheriff	Slot 72 / Sergeant Law Enforcement / Grd 76 / \$85,406.05	Promotion. Peace Officer Pay Scale (POPS).
Tax Collector	Slot 25 / Tax Spec III / Grd 16 / \$38,904.32	Tax Collector	Slot 25 / Tax Spec III / Grd 16 / \$40,849.54	Salary adjustment. Pay is between min and midpoint of pay grade.
Tax Collector	Slot 27 / Tax Spec III / Grd 16 / \$37,024.00	Tax Collector	Slot 27 / Tax Spec III / Grd 16 / \$38,875.20	Salary adjustment. Pay is between min and midpoint of pay grade.
* Actual vs Authorized				

ERROR CORRECTION – FLSA DESIGNATION						
Job Code	Job Classification Title	Pay Grade	FLSA	Proposed Grade	Difference	Proposed FLSA
16849	Customer Support Tech	16	NE*	17	1	NE*
Correcting FLSA designation on Job Analysis Project FY 11–12 approved on 3/13/12 agenda item #6, page 22. *FLSA should be no -exempt.						

NEW JOB DESCRIPTIONS

Position Title / Position #	FLSA	Pay Grade
Building Security Guard Supervisor / 11056	NE	11
CADD Coordinator / 16593	NE	16
Fire Marshal Asst Deputy I / 18414	NE	18
Fleet Services Associate / 16480	NE	16
Inventory Specialist / 10482	NE	10
Mechanic Lead / 16613	NE	16
Small Equipment Technician / 11018	NE	11
HRMD is providing the attached proposed job descriptions to accompany the Commissioners Court approved new job classifications on 3/13/12 agenda item #6. See attached job descriptions, pages 7 - 23.		

AD HOC CLASSIFICATION CHANGE

		Current			HRMD Recommends		
Dept.	Slot #	Auth Position Title / Position #	FLSA	Pay Grade	Position Title / Position #	FLSA	Pay Grade
Fac Mgmt	107	Building Security Guard / 9055	NE	9	Building Security Guard Supv / 11056	NE	11
Department requests reclassification of vacant slot in order to meet departmental needs. PBO has confirmed funding available.							

BY ORDER OF THE COMMISSIONERS COURT, THE PRECEDING PERSONNEL AMENDMENTS ARE APPROVED.

Samuel T. Biscoe, County Judge

Ron Davis, Commissioner, Pct. 1

Sarah Eckhardt, Commissioner, Pct. 2

Karen L. Huber, Commissioner, Pct. 3

Margaret Gomez, Commissioner, Pct. 4

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Building Security Guard Supervisor

JOB CODE: 11056
PAY GRADE: 11

FLSA STATUS: Non-Exempt
LAST REVISED: 5/22/12

JOB SUMMARY:

Functions as a working supervisor overseeing the work of Building Security Guards that are providing basic building security for County facilities during normal business hours or after hours and on weekends and holidays. Coordinates the work of guards. Assigns equipment and vehicles. Schedules guards to posts and/or patrol routes.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two security-related job classifications with the General/Road Maintenance job family. This classification is distinguished from the Building Security Guard with the addition of lead duties and responsibilities. This classification functions as a work lead over the activities of other security guard positions in addition to the normal range of guard duties. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Assigns duties to security crewmembers, maintain work schedule to ensure proper coverage for 24/7 coverage of all county coverage, inspects work for quality and explains needed improvements in performance. Assists Superintendant with scheduling, timekeeping, shift documentation and training.
- Provides on-the-job training for assigned crewmembers in proper security techniques and procedures.
- Provides assistance, direction and information to visitors and County employees/officials. Signs visitors in and out of assigned facilities. Escorts visitors and staff on or off building premises upon request.
- Performs security sweeps of each floor of assigned buildings and/or makes rounds of assigned buildings. Ensures doors and windows are locked and secured. Monitors security camera systems and verifies proper operation of building electronic door lock systems. Turns off lights not needed for security.
- Monitor and maintain inventory database for accurate accounting of all records of access cards and keys issued to county personnel.
- Monitors heating and air conditioning systems for proper operation during non-business hours. Checks assigned facilities for leaks during rainstorms. Monitors buildings and properties for equipment failure or vandalism, notifies proper emergency contacts for repairs as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

High School diploma or G.E.D. AND three (3) years of building security or related experience, with one (1) year in a lead or supervisor position.

Licenses, Registration, Certifications, or Special Requirements:

Valid Texas Driver's License
Pass Background Check

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Building Security Guard Supervisor

JOB CODE: 11056
PAY GRADE: 11

FLSA STATUS: Non-Exempt
LAST REVISED: 5/22/12

MINIMUM REQUIREMENTS: (Cont)

Knowledge, Skills, and Abilities:

Knowledge of:

- Standard building security systems, including operations and maintenance.
- Policies, practices, procedures and methods of providing building security services.
- Security surveillance systems operations and capabilities.
- Principles and practices of leading assigned staff.
- Applicable safety practices and regulations.

Skill in:

- Interacting positively with the public.
- Coordinating the work activities of assigned staff.
- Both verbal and written communication, including conveying and following instructions.

Ability to:

- Recognize and report needed repairs, security risks and dangers.
- Work independently and efficiently.
- Establish and maintain effective working relationships with employees, officials and the general public.
- Manage time well and meet timelines.
- Supervise the work of subordinates and instruct them in proper work methods and procedures.
- Understand and follow instructions and to communicate effectively with subordinates, public and others.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 25 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to extreme temperatures, outside elements, and extensive walking.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: CADD Coordinator

JOB CODE: 16593
PAY GRADE: 16

FLSA STATUS: Non-Exempt
LAST REVISED: 5/22/12

JOB SUMMARY:

Under general supervision, performs technical survey work and engineering design for Public Works projects of varying complexity. Provides project and presentation maps for officials, management, staff and the public. Provides project scope determination, technical support and training to staff for related surveying and engineering projects. Maintains licensing, installation and setup configuration of computer-aided design and drafting (CADD) and related computer applications software and implementation and maintenance of departmental CADD standards. Administers network for CADD projects, files and standards.

DISTINGUISHING CHARACTERISTICS:

This job is within the Engineering and Support Services job family. This classification is distinguished by the performance of CADD-related engineering design and survey work for projects of varying complexity. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Functions as department CADD Coordinator. Works with surveying and engineering staff in evaluating and parameterizing CADD and engineering design software to assure product consistency. Develops, establishes and maintains CADD standards. Establishes and implements backup and archiving procedures for CADD projects and related files on the Network.
- Collaborates with software vendors, purchasing, administration, managers and users to evaluate and recommend survey and engineering design software. Provides departmental CADD application level support, including software installation, setup, maintenance and licensing.
- Researches, evaluates and recommends training solutions for departmental surveying and engineering staff. Provides training and troubleshooting for MicroStation, GEOPAK and Eagle Point in their relation to the City's and County's various aerial photography and LIDAR topographic files. Coordinates with project managers and the survey data collection process for engineering design of roadway, drainage and parks projects.
- Performs processing of survey data collection to adhere to County's CADD standards. Imports data-collection files for Surface Modeling, and processes data for right-of-way, and topographic CADD files to be used in surveying and engineering design projects. Determines project scope, field checking and editing of right-of-way, and topographic CADD files. Performs public records research and analysis for County boundary, property ownership, right-of-way and easement projects.
- Coordinates with Information Technology Services department (ITS) to organize and maintain department's surveying and engineering CADD projects, files and standards on the network. Sets network access for engineering CADD projects, files and standards. Assists in establishing access for sharing various surveying and engineering projects with the public.
- Presents preliminary design maps to officials and management for various bond, flood-way and proposed County roadway projects. Compiles maps from multiple resources, including aerial photography, topography, tax maps and flood zones and shares with County officials, management, staff, consultants and other governmental agencies.
- Develops County benchmark, and archived CADD project GIS databases to support infrastructure and public access to County data. Works with consultants and other governmental agencies in building and updating infrastructure data to comply with standards.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: CADD Coordinator

JOB CODE: 16593
PAY GRADE: 16

FLSA STATUS: Non-Exempt
LAST REVISED: 5/22/12

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in a related Engineering or Drafting discipline AND three (3) years increasingly responsible engineering related design and drafting work;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License.

Preferred:

One (1) year of lead or supervisory level experience.

Knowledge, Skills, and Abilities:

Knowledge of:

- Computer equipment and software related to surveying, engineering design and drafting, data collection, spreadsheets, word processing, presentations and other related applications.
- Principles, methods, practices, rules and programs related to surveying, engineering design and CADD.
- Federal, State, Local and County applicable laws, rules, regulations, including survey law and land law.
- Surveying and engineering publications.
- Internet engineering and surveying sites and other related resources.
- Management and supervisory principles, practices and techniques.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Using and caring for computer-aided design and drafting (CADD), Geographic Information System (GIS), Global Positioning System (GPS) processing, survey data collection processing and other related electronic equipment.
- Supervising and training others.
- Preparing technical engineering drawings, plots and plan sets
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

Ability to:

- Perform engineering studies, including project scope, analysis and design.
- Train, lead, supervise and motivate employees.
- Interpret maps, plans, specifications, standards, policies, procedures and regulatory codes.
- Perform technical research, calculations, and computations, and prepare plans and reports.
- Exercise sound judgment and make decisions that affect the standardization, processing and final output of all County survey and engineering design projects.
- Supervise or lead and review the work of subordinates.
- Work independently.
- Manage time well, perform multiple tasks and organize diverse activities.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: CADD Coordinator

JOB CODE: 16593
PAY GRADE: 16

FLSA STATUS: Non-Exempt
LAST REVISED: 5/22/12

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-50 pounds occasionally, visual acuity, mental effort, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer, and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, and client/customer contact to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Fire Marshal Asst Deputy I**JOB CODE:** 18414**PAY GRADE:** 18**FLSA STATUS:** Non-Exempt**LAST REVISED:** 5/22/12

JOB SUMMARY:

Conducts operations within the Fire Prevention Division or Fire Inspection Division. Reports to an Assistant Fire Marshal or Fire Marshal.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of five fire marshal-related job classifications within the Public Safety/Emergency Management job family. This classification is distinguished by the years of experience related to Fire Safety and Prevention. This classification requires a flexible work schedule to meet the needs of the department, including frequent evenings and weekends.

DUTIES AND RESPONSIBILITIES:

- May assist in Juvenile Fire Intervention Program by counseling and training juvenile offenders.
- Initiates and completes assigned inspections, reports and related documents. Conducts follow-up inspections. Prepares affidavits for administrative search warrants and executes them. Prepares cases for presentation to county attorney's office. Testifies before grand jury, justice of the peace court, state and federal courts.
- Supports emergency operations in fire protection, rescue, aviation, law enforcement, hazmat, homeland security and emergency management. Instructs classes on fire prevention. Makes public presentations related to fire prevention education. Maintains county vehicle and equipment if assigned.
- Schedules and responds to citizen requests for fire inspections. Conduct Plan Reviews. Performs inspections of homes, businesses, schools and other structures. Detects fire hazards and makes recommendations for corrections. Performs timely follow-up inspections to insure compliance. Performs inspections of county owned and leased facilities in conjunction with Risk Management and Facilities Management. Maintains records and reports of inspections. Makes public education presentations.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:**Education and Experience:**

Associates degree in Emergency Management, Fire Science or Fire Technology/Engineering Technology or a directly related field AND two (2) years experience in public safety (fire protection, fire inspector/prevention) related field for a government agency;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Basic Fire Inspector certification issued by the Texas Commission on Fire Protection.
Possession of a valid Texas Driver's License.

Preferred:

Fire Investigator certification issued by Texas Commission on Fire Protection.
Fire Instructor certification issued by the Texas Commission on Fire Protection.
Juvenile Fire Intervention Specialist

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Fire Marshal Asst Deputy I**JOB CODE:** 18414**PAY GRADE:** 18**FLSA STATUS:** Non-Exempt**LAST REVISED:** 5/22/12

Knowledge, Skills, and Abilities:**Knowledge of:**

- Fire inspection procedures, including NFPA 101, International Fire Code, NFPA 13 and NFPA 72.
- Incident Command System (ICS).
- Appropriate response to urgent fire code violations.
- Policies, practices, procedures and terminology.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Budgetary and fiscal process.
- Online computer searching.
- Computer equipment to include word processing, spreadsheets, databases and variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Research, analysis, compiling, preparing and presenting technical data/information and reports.
- Explaining complicated technical problems in simple non-technical language.
- Problem solving and decision-making.
- Both verbal and written communication, including presentations.

Ability to:

- Instruct, advise, plan, assign and coordinate activities.
- Work independently.
- Maintain accurate logs.
- Read and comprehend technical publications.
- Communicate effectively.
- Work calmly, effectively and decisively.
- Reason and make judgments and decisions.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, public safety agencies, attorneys, emergency services professionals and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include lifting/carrying up to 50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer, monitor, keyboard, printer, fax machine, copier, adding machine, typewriter and basic office equipment. Subject to standing, walking, sitting, repetitive motion, lifting, carrying, crouching/crawling, vision to monitor, pushing, and stooping/kneeling to perform the essential functions. Must be available to work in inclement weather. Subject to contact with dust, dangerous machinery, noise, fumes, potential harm, vibration, communicable diseases, and hazardous chemicals. May be subject to performing physically challenging work in environmentally adverse and dangerous conditions.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Fire Marshal Asst Deputy I

JOB CODE: 18414

PAY GRADE: 18

FLSA STATUS: Non-Exempt

LAST REVISED: 5/22/12

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Fleet Services Associate

JOB CODE: 16480
PAY GRADE: 16

FLSA STATUS: Non-Exempt
LAST REVISED: 05/22/12

JOB SUMMARY:

Responsible for assisting with implementation of the County's emissions testing and other Travis County initiatives for low income families, as directed by Commissioners Court and Texas Commission on Environmental Quality (TCEQ). Reviews and validates invoice charges. Process invoices and forwards to the appropriate agency for payment to the authorized State Approved Repair Facilities. Serves as liaison/resource to private-sector Repair Facility Community in the region. Works with outside vendors and Vehicle Inspection Stations on public education and outreach efforts for the County's Low Income Family Vehicle Inspection and Maintenance Program. Resolves problems and non-routine situations by determining the best approach or action. Utilizes knowledge of policies and procedures to speak on behalf of supervisor and performs constituent services.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Skilled Trades job family. This classification requires technical knowledge and skills in support of complex emissions testing and other Travis County initiatives for low income families. This classification also includes administrative responsibility in support of the program. This classification is distinguished by serving in an advisory capacity, performing constituent service and having complete knowledge of the program's activities. It has a high degree of independent judgment, discretion and initiative. The results of assigned projects have direct impact on the accomplishment or establishment of the divisional and/or departmental goals and objectives.

DUTIES AND RESPONSIBILITIES:

- Reviews and verifies all requests for vouchers for repair or replacement.
- Reviews and approves all invoices received from the State Approve Repair Facilities under the County's Low Income Family Vehicle Inspection and Maintenance Program for correctness and validity of all charges.
- Processes, tracks and forwards all invoices to the appropriate agency for payment. Performs a monthly reconciliation of all invoices and payments to ensure liquidation of charges and maintain Travis County in good standing with Recognized Repair Facilities.
- Maintains an established database system with all pertinent information to provide an audit trail for any County, state, or Federal Auditor.
- Serves as a liaison with Texas DPS and TCEQ to address technical issues associated with the program.
- Responsible for serving as single-point-of-contact with approved vendors and Vehicle Inspection Stations to coordinate public education and outreach efforts for the County's Low Income Family Vehicle Inspection and Maintenance Program through these facilities.
- Serves as subject matter expert regarding technical questions and information pertaining to specifications for approved vehicle repairs and/or replacement.
- Assists in preparing all departmental policies and procedures. Evaluates and recommends operational changes to work unit to ensure effectiveness and compliance with policies and regulations. Develops and selects relevant research and evaluation tools from a variety of sources. Conducts research and prepares summaries for supervisor and program auditors. Analyzes information, performs and calculates statistical analysis, and compiles data to prepare special and recurring reports containing specialized information.
- Performs State of Texas mandated Emission testing on County owned vehicles and equipment required by Texas Clean Air Act to ensure compliance. Must obtain and maintain all required licenses and certification required by both County and State requirements.
- Coordinates with Grant Manager the communication between various entities and departments. May represent the county on various program meetings. Answers inquiries and composes complex, confidential and technical correspondence in accordance with established guidelines. May coordinate department-wide events and functions.
- Attends assigned training and meetings, and other activities sponsored by Travis County.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Fleet Services Associate

JOB CODE: 16480
PAY GRADE: 16

FLSA STATUS: Non-Exempt
LAST REVISED: 05/22/12

- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:**Education and Experience:**

Associate's degree in Public Administration, Business Management or a directly related automotive mechanic field and three (3) years of increasingly responsible administrative experience;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Texas Driver's License

Texas Department of Public Safety Vehicle Inspector's License or within sixty (60) days of date of hire.

Preferred:

One (1) year of supervisory experience.

Knowledge, Skills, and Abilities:**Knowledge of:**

- Standard office administration practices and procedures.
- Good understanding of how automotive emissions work and a good understanding of automotive repair.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines applicable to automotive powertrain standards and procedures.
- Policies, practices, procedures and terminology of assigned function.
- Accounting, purchasing and budgeting procedures and techniques.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Vehicle emissions testing and diagnosis.
- Maintaining important files and records.
- Compiling data and writing clear and comprehensive reports and letters.
- Writing reports, business memos and other documents.
- Interacting with leading public officials, County employees and the general public.
- Interpreting policy and applying to situations as they arise.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Set office priorities and ensure that work is performed in a timely manner.
- Independently prepare correspondence, memorandums, and other materials.
- Advise Fleet Manager and/or grant coordinator in substantive matters.
- Diagnose problems and determine appropriate service or repair.
- Perform responsible and complex administrative work involving the use of independent judgment.
- Maintain confidential data and information.
- Assist in monitoring a budget, implementing, and maintaining filing and accounting systems.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Fleet Services Associate

JOB CODE: 16480

FLSA STATUS: Non-Exempt

PAY GRADE: 16

LAST REVISED: 05/22/12

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, and reaching to perform the essential functions including working on an automobile. Subject to exhaust fumes, volatile chemicals and hazardous substances. Subject to noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Inventory Specialist

JOB CODE: 10482
PAY GRADE: 10

FLSA STATUS: Non-Exempt
LAST REVISED: 5/22/12

JOB SUMMARY:

Maintains adequate amounts of stock on hand to sustain daily repair operations for repair facilities. Prepares and submits required purchase request forms for bulk supplies for multiple locations and for inventory control purposes. Assists departmental mechanics with ordering parts and completing purchasing procedures.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the General/Road Maintenance job family. This classification is responsible for ordering, receiving and maintaining adequate inventory of stock for ongoing repair operations and advising mechanics in completing parts purchasing procedures. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Performs inventory control duties such as collection of data from sign out sheets in the parts inventory rooms and other stock rooms for items such as tires, batteries and other materials. Collects and maintains consumption data off log sheets to reflect current and ongoing balances and consumption history.
- Oversees and maintains adequate amounts of stock to facilitate mechanical repairs and parts replacement for department at various locations.
- Prepares and submits required purchase request forms for bulk supplies for multiple locations and for inventory control purposes. Maintains logs of purchase orders and ensures all required documentation is complete, including type of item, size, cost and quantity remaining.
- Tracks consumption and expenditures for contract and other items.
- Performs cycle counts and validates whether or not items on shelf are being consumed. Returns unused items for credit or sends to warehouse for auction.
- Maintains tracking and records of materials, supplies and record for review by department, vendors and auditors.
- Prepares weekly, monthly and annual reports related to inventory on hand. Distributes reports to required departmental, county and other related parties.
- Ensures used parts and supplies are appropriately disposed of or recycled.
- Travels to selected vendor locations to obtain parts and supplies. Checks invoices, quantities and billing information for accuracy.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:**Education and Experience:**

High School diploma or G.E.D. AND one (1) year of increasingly responsible experience in inventory control, stocking or shipping/receiving.

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License.

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TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Inventory Specialist

JOB CODE: 10482
PAY GRADE: 10

FLSA STATUS: Non-Exempt
LAST REVISED: 5/22/12

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and methods of warehouse/inventory management.
- Applicable safety practices and regulations.
- Parts classification, part numbers, vehicle manufacturers.
- Equipment and tools used in warehouse operations.
- Stocking and inventory procedures.

Skill in:

- Ordering and tracking parts inventory and related record keeping.
- Operating warehousing equipment.
- Both verbal and written communication.

Ability to:

- Safely and correctly operate warehousing equipment, including a forklift and truck.
- Provide guidance to workers assigned to assist in warehouse.
- Work independently and efficiently.
- Manage time well and meet timelines.
- Determine appropriate procedures, methods and priorities for completing assigned work.
- Follow, understand and carry out verbal and written instruction and/or directions.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination. Subject to standing, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Mechanic Lead

JOB CODE: 16613

FLSA STATUS: Non-Exempt

PAY GRADE: 16

LAST REVISED: 5/22/12

JOB SUMMARY:

Performs all types of maintenance and repair work on light or heavy motor vehicles and equipment. Assist the Shop Supervisor with scheduling work and work assignments. Leads the mechanic staff during the absence of the shop supervisor. Performs all work in compliance with established work schedules, methods and safety procedures and practices.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of three equipment mechanic-related job classifications within the Skilled Trades job family. This classification is distinguished by the maintenance and repair work being performed on heavy or light vehicles and equipment, and by the additional lead and technical experience. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Services, inspects, diagnoses, and repairs motor vehicles and equipment in accordance with preventive maintenance schedules or unscheduled repair work, such as tune-ups, basic and extensive brake jobs, transmission work, both automatic and manual, rear end, front end, fuel systems, electrical systems, ignition systems, diesel and/or gas engine overhaul, tire repair and mounting, hydraulic systems, rebuilding carburetors, starters and engines, rebuilds, drivetrains, changing oil, oil filters, fuel filters, air filters, water separators, lubricates all parts requiring lubrication, makes minor adjustment on any and all components, and refills all fluids with the proper fluids.
- Provides lead supervision to subordinates and other staff to ensure policies and procedures are followed, work and safety standards are maintained, and schedules are met in the absence of the supervisor as required.
- Prepares and completes new vehicle birthing forms for both vehicles and equipment.
- Prepares and completes new vehicle and /or equipment make ready.
- Conducts quality control checks and tests. Test drives vehicles and equipment.
- Maintains records of repairs made, work orders, parts used, and time worked.
- Performs Motor Vehicle State Inspections, both safety and emissions.
- Performs field service calls. Makes diagnosis and required repairs in the field.
- Researches, locates, and completes purchase requests for parts orders.
- Cleans equipment and maintains a clean and safe work area and environment.
- Operates welding equipment, steam cleaner and heavy equipment repair equipment.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

High School Diploma or G.E.D. and five (5) years of full-time motor vehicle and/or equipment mechanic experience;

Licenses, Registrations, Certifications, or Special Requirements:

State Inspector's License or within sixty (60) days of date of hire.

Valid Texas Driver's License required for automotive mechanic area.

Valid Texas Commercial Driver's License (CDL) with Tank Vehicle "N" endorsement required for equipment mechanic area, or within two (2) weeks of hire.

Air Conditioner (R12 & 134A) Refrigerant License or within sixty (60) days of date of hire.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Mechanic Lead

JOB CODE: 16613
PAY GRADE: 16

FLSA STATUS: Non-Exempt
LAST REVISED: 5/22/12

Preferred:

One (1) year of lead experience

Welding experience.

Automotive Service Excellence (ASE) Certification in Automotive or Medium and Heavy Truck.

Five (5) years combination of gas and diesel engine experience.

Knowledge, Skills, and Abilities:**Knowledge of:**

- Methods, equipment, materials and tools used in repairing light or heavy-duty vehicles and equipment.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines; and, applicable automotive/equipment standards and procedures.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages to include electronic diagnostic test equipment and testers.
- Office equipment to include computers, phones, copiers, calculators and fax machines,

Skill in:

- Operating and using tools, equipment, materials and supplies used in motor vehicle fleet maintenance, and light or heavy-duty equipment.
- Applying proper and applicable safety practices, procedures and regulations.
- Working with others, including on a team.
- Explaining complicated problems in simple non-technical language.
- Calculating estimates of time, labor and quantities of materials needed.
- Diagnosing problem using a variety of electronic diagnostic tools to determine repair or replace of components.
- Both verbal and written communication.

Ability to:

- Train and lead the work of staff.
- Diagnose problems and determine appropriate service and/or repair.
- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- Maintain accurate work records.
- Work efficiently, both independently and as part of a team.
- Reason and make judgments and decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Establish and maintain effective working relationships with departmental clientele, other County employees and officials, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending for extended periods of time, stooping, kneeling, crouching, crawling, pushing, pulling, driving, handling, use of vision, depth perception, reaching, forceful gripping, twisting, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with exhaust fumes, volatile chemicals and hazardous substances. Subject to contact with dangerous machinery, noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, tools or machinery, indoors/outdoors in all types of weather (excessive heat and cold).

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Small Equipment Technician

JOB CODE: 11018
PAY GRADE: 11

FLSA STATUS: Non-Exempt
LAST REVISED: 5/22/12

JOB SUMMARY:

Issues and receipts power tools inventoried by County Departments. Work includes the inspection, repair and maintenance of the County's power tools.

DISTINGUISHING CHARACTERISTICS:

This job classification is within the General/Road Maintenance job family. This classification is responsible for ensuring that adequate quantities of small power tools are safe and serviceable to meet the daily needs of numerous departments within Travis County. Additionally, this classification obtains fuel readings from fuel locations and submits daily fuel reports. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Disassembles, inspects, services and performs minor repairs on small power tools, to include pole saws, weed eaters, blowers, chain saws, generators, and water pumps.
- Issues and receipts tools to employees and maintains sign out log consisting of Bar Code, sign out date, return date, and tag whether tool is serviceable or repair is required.
- Maintains inventory of small power tools and replacement parts, including, but not limited to, spark plugs, chains, links, and bearings.
- Obtains fuel readings for fuel site locations, submits daily fuel reports, and orders fuel for both locations as needed.
- Prepares electronic Job Orders to document time spent on all equipment repairs.
- Operates a County motor vehicle to pick up parts from multiple vendor locations within Travis County. Responsible for checking invoices for correct quantities, correct Purchase Order Number, correct account and correct billing information.
- Provides guidance to workers on proper and safe operation of small power tools and equipment.
- Performs other job related duties as assigned.

MINIMUM REQUIREMENTS:**Education and Experience:**

High School Diploma or G.E.D. and at least 1 year of small engine maintenance and repair:

Or,

Any combination of education and experience that been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License

Preferred:

Trade school certification in related area

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Small Equipment Technician

JOB CODE: 11018
PAY GRADE: 11

FLSA STATUS: Non-Exempt
LAST REVISED: 5/22/12

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and methods of assigned function.
- Applicable safety practices and regulations.
- Repair of gas powered equipment and tools.
- Texas Motor Vehicle Code and other codes, laws and statues relating to assigned function.
- Ordering, stocking and inventory management techniques.
- Use of personal computer, Microsoft Word and Microsoft Excel.

Skill in:

- Tracking parts inventory and related record keeping.
- Operating gas powered equipment and tools safely.
- Gas powered equipment repair and maintenance.
- Both verbal and written communication, including conveying and following instructions and providing information to others.
- Operating a personal computer, calculator, fax machine and other office equipment.
- Operating a motor vehicle safely.

Ability to:

- Safely and correctly operate small gas powered equipment and tools, including a forklift and truck.
- Provide guidance to workers in the proper and safe operation of small gas powered equipment and tools.
- Work independently and efficiently.
- Manage time well and meet deadlines.
- Follow, understand and carry out verbal and written instructions and/ or directions.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, County employees and officials, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 50 pounds daily, visual acuity, speech and hearing, hand and eye coordination and manual dexterity. Subject to standing, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals and foul odors.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.