

COUNTY OF GILLESPIE, TEXAS
JOB DESCRIPTION
For
Road & Bridge Department
Facilities Technician
Facilities Maintenance, Dispatch, Mechanic Assistant

JOB CODE: 5713

FLSA CLASSIFICATION: Non-Exempt (7-day, 40 hour work period, Sunday through Saturday);

Full-Time

OCCUPATIONAL CATEGORY: Skilled/craft

WAGE SCALE: Pay Group 13 ... Salary Range \$15.04 hourly entry level - \$21.81

Gillespie County pays bi-weekly. All non-exempt employees are paid on a per hour basis. Wages are based on the County Pay Schedule and Pay Groups within that Schedule. Pay Groups are reflected in three stages: Entry, Midpoint, and Maximum point range. These are informational points only and do not indicate pay levels or levels of pay increases. Normally new staff comes in at the entry level. Pay rate changes generally take place only at the beginning of the County's fiscal year (October 01, yyyy) unless an exception is so noted in the adopted budget.

County positions shall be reviewed at least annually ... may include, but not limited to review of essential duties/functions, necessity of position, wage scale rating, and budgetary factors.

PAY PLAN:

The wage for this position is established according to the County Pay Schedule. The work period for such position shall be seven (7) consecutive days commencing on Sunday. Under this schedule overtime compensation will be computed on a 40-hour WORK period.

Wages are paid biweekly.

LEAVE PLANS: ... Leave/Benefit Plans may include, but are not limited to the following and are subject to change:

Vacation: Accruals are credited on a biweekly basis and available for use as it is accrued after 1 full year of continuous service. Year to year carry-over accruals are limited to twice the employee's annual rate.

Sick Leave: Accruals are credited on a biweekly basis and available for use as it is accrued. Employees accrue 48 hours of sick leave per year.

Holidays: Commissioners Court approved holidays.

BENEFIT PLANS: ... Leave/Benefit Plans may include, but are not limited to the following and are subject to change:

Retirement Plan: Mandatory participation in the county sponsored retirement plan (Texas County & District Retirement System).

Group Medical Coverage: The County provides and pays for employee major medical and prescription drug coverage ... employee enrollment is not mandatory.

Social Security / Medicare: The County is a social security employer ... employee wages are subject to social security and Medicare taxes.

Section 125: The County offers a Section 125 Cafeteria Plan ... flexible benefit, premium deferred only plan for qualifying coverage.

Other: The County provides workers' compensation and unemployment coverage.

SUPPLEMENTAL ELECTIVE COVERAGES:

Supplemental elective coverage(s) ... such as: accident, dental, life, cancer, heart; and membership in emergency transport coverage plan(s), are offered through payroll deduction.

The County does not contribute towards the coverage(s) costs.

OTHER:

Deferred Compensation Plan (457k) is offered for employee participation. The County is not a contributor to the plan.

GENERAL DESCRIPTION OF POSITION PURPOSE and OBJECTIVE:

Under the general direction of the Head Mechanic at the Gillespie County Maintenance Yard, this position's primary function is to perform dispatch duties for Road & Bridge, answers the telephone, orders road materials for various precincts, and keeps an inventory log on product received. Other duties include overall maintenance of the grounds in the county yard; performs light mechanical duties, and receives merchandise shipments. Operates vehicles and some heavy equipment such as loaders, tractors, riding mowers, and forklifts. Performs other duties relevant to this position as assigned by supervisor and/or County Commissioner.

ORGANIZATIONAL RELATIONSHIP:

REPORTS TO: Reports to and receives general direction from the Head Mechanic, Assistant Mechanic, or from one of the County Commissioners....with considerable latitude for the use of self-initiative and independent judgment.

SUPERVISES: Non-supervisory position.

OTHER: Has frequent contact with other county personnel, the general public, or suppliers of goods and services to the County. Positive interaction with county personnel and the general public is a critical component of this position and is a high priority for any public servant.

ESSENTIAL DUTIES/FUNCTIONS ... Essential duties/functions may include, but are not limited to the following:

Operates vehicles, selected heavy equipment, county dispatch operation, maintenance work in the county yard, and assists with mechanical duties. With the assistance of all Road & Bridge employees, maintains the safety and appearance of the Gillespie County Maintenance Complex.

Major duties include:

- Answering the telephone and handling dispatch calls
- Occasional operation of heavy equipment such as loaders, tractors, and forklifts
- Operating lawn equipment such as mowers and weed eaters
- Maintaining the county yard grounds for a more professional appearance
- Assisting the mechanic shop with minor repairs and picking up parts
- Ordering road materials for various precincts and receiving freight and/or goods
- Performing minor repair duties on buildings

Performs dispatch duties by operating a radio system and answering the telephone assigned to the countywide dispatch function.

Operates selected heavy equipment to assist in piling road materials with a loader, unloading shipments with a fork lift, or any other duties related to receiving merchandise or goods at the county yard.

Operates lawn equipment such as riding mowers, push mowers, weed eaters, and any other equipment necessary to maintain the grounds at the county yard in a professional manner to make it more visually appealing to the public.

Performs required tasks with the use of proper equipment in a safe and efficient manner.

Coordinates all work assignments with the Head Mechanic on a daily basis.

Assists the Head Mechanic with various functions related to the repair of county vehicles and equipment.

Performs any other related duties/functions as may be assigned or required by the supervisor.

Reports any damaged equipment or safety hazards to proper authority.

ADDITIONAL DUTIES/FUNCTIONS ... Additional duties/functions may include, but are not limited to the following:

Perform an herbicide management program at the county maintenance yard.

Ability and willingness to make suggestions on how to improve dispatch operations and grounds maintenance at the county yard.

WORKING CONDITIONS and SCHEDULES:

COUNTY FACILITIES AND VEHICLES are a smoke-free and alcohol-free working environment. Work locations may be in close proximity to highly utilized public facilities.

PHYSICAL demands of this position may require daily and prolonged repetitive motor movements. Physical demands include:

- sitting and operating mechanical controls for extended periods of time
- lifting materials (ground level to above head) in the range of 40 to 100 pounds
- reaching (ground and overhead)
- walking or standing
- work with hand tools and power equipment used in grounds and facility maintenance

ENVIRONMENTAL demands of this position require:

- occasionally working outdoors, consisting of a full range of weather conditions
- contact with potentially hazardous solvents, abrasive materials or compounds
- contact with potentially poisonous plants and insects
- contact with rough, jagged, sharp objects (i.e., brush, pipe, wire, rock)
- potentially working in a noisy and/or dusty environment

SCHEDULES Normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Duty hours are generally 7:30 a.m. to 4:00 p.m. with ½ hour for lunch. Overtime and/or unscheduled hours, holidays, and weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations. Regular attendance is essential. Employee must arrive at work on time, prepared to perform assigned duties, and work assigned schedule. Any absences must be reported to supervisor as soon as possible.

Employees are required to record their work hours properly and to submit time records promptly to their supervisor.

MINIMUM REQUIREMENTS / QUALIFICATIONS:

CERTIFICATES, LICENSES, and OTHER REQUIREMENTS:

Must maintain a current Texas Driver's License, minimum Class C, and have/maintain an acceptable driving record.

Must have, or ability to obtain, a pesticide applicator license within 60 days of employment.

EDUCATION: Graduation from high school or GED equivalent.

AGE: Must be at least 18 (eighteen) years of age.

TESTING: Must pass post-job-offer physical and alcohol/drug test

EXPERIENCE: Some experience in the operation of heavy equipment preferred with 1 year of experience in dealing with the public in a positive manner.

SELECTION CRITERIA:

KNOWLEDGE, SKILLS, AND ABILITIES:

- (1) Ability to effectively communicate in an exceptional manner being courteous and respectful to all co-workers, vendors, and the general public.
- (2) Knowledge of general grounds maintenance and minor repairs to buildings.
- (2) Skill and knowledge in the operation of selected heavy equipment such as tractors, loaders, and forklifts;
- (2) Skill in the use of hand tools, power tools, push mowers, riding mowers, weed eaters or any other necessary equipment associated with job requirements;
- (3) Ability to safely use all equipment on a daily basis and perform all duties in a safe working environment in accordance with County safety programs and work rules;
- (4) Skill to make minor repairs to lawn equipment, including preventative maintenance;
- (5) Ability to perform assigned duties without continual supervision and to make sound, independent judgments and be self-motivated;
- (6) Ability to manage multiple and changing priorities as may be necessary;
- (7) Ability to perform manual labor and lift moderately heavy objects (over 50 pounds);
- (8) Knowledge to conduct work activities in accordance with the Gillespie County safety program;
- (9) Ability to establish and maintain effective working relationships as necessitated by work assignments, be a team player, and accept/listen to the instructions of your supervisor.
- (10) Ability to follow all Gillespie County Personnel Policies and established work rules.

ADDITIONAL REQUIREMENTS:

- (1) Gillespie County requires consent for Criminal Background check from all applicants.
- (2) Gillespie County requires passage of bonafide fit-for-duty physical and a drug and alcohol test.
- (3) Resumes are accepted, but will not serve in lieu of an official completed Gillespie County application for employment.

DISCLAIMER

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this classification/job description. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and certifications required of personnel so classified.

All benefits of employment with the County are subject to review and change at any time. The County makes no guarantee as to future benefits of employment. All benefits, programs, rules and policies of the County are subject to exceptions or change at any time, as decided by the County. The County will have the right to change your location for work, your salary and benefit programs, its personnel policies and any other privilege or condition of employment at any time for any reason, with or without prior notice.