



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Shop Assistant/Safety Coordinator	Job Code:	800270	Job Grade:	08
Reports To:	Supervisor	Pos. No:	Various	FLSA Code:	N
Department:	Various	Loc. Code:	Various	SIC Code:	1611
				WC Code:	8810
Division:		CS Code:	C	EEO Code:	G02

Summary of Functions: Processes requests and delivers parts and supplies. Maintains records, completes reports, and acts as safety coordinator for the department.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Orders, receives, picks-up, stores, delivers and returns parts and supplies; and contacts suppliers, obtains bids and recommends purchases.	45	E
2. Inventories parts and supplies; maintains vehicle/equipment files and databases regarding maintenance, repair hours and parts replaced; and produces reports.	30	E
3. Coordinates all safety issues, training, and inspections with the risk management, including workers compensation issues; recommends safety meetings and work-site inspections; responds to accidents to take photos; assists in completing accident reports; and maintains records.	20	E
4. Performs other duties as assigned.	05	N

Minimum Qualifications:

Education, Experience and Training:

Graduation from accredited high school/GED Program. Four (4) years of work related experience or 60 hours from an accredited college or university in a job related field of study or a combination of the two.

Special Requirements/Knowledge, Skills & Abilities:

Skilled in the use of standard software applications. Mandatory drug testing prior to employment, and will be subject to random and unannounced drug and/or alcohol testing during employment. Ability to perform basic mathematical calculations and inventory functions. Knowledge of parts and equipment.

Note: For ASC operations, must possess a valid Texas Class B Commercial Driver’s License, with good driving record.

Note: For Road & Bridge operations, must possess a valid Texas Class A Commercial Driver’s License, with good driving record.

Physical/Environmental Requirements:

Maintenance shop or road construction environment. Requires prolonged kneeling, standing, walking, twisting, climbing and the ability to lift and carry up to 100 lbs., assisted. Ability to work in varied conditions (i.e., heat, cold, rain, ice, snow, etc.), inside and outside.

Hay Points/Point Factor:

HS12=100, EXP3=30, VM3B=20, PD3B=25, WH3A=30, WE3A=15, IC1B=15, DL2=10, PS2=15, RE2A=15, SF=0, TTL: 275

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 01/2004;
06/2006;01/2010

Approved by Civil Service Commission on

Date April 19, 2004, July 17,
2006

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.