



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 421.5

Job Title: **TECHNICAL INSTRUCTOR**

Pay Grade: 15

GENERAL SUMMARY:

Develops and conducts technical instruction programs to train employees in the installation, programming, proper usage, safety, maintenance and repair of machinery, equipment and software applications that meet the specific needs and requirements of the City and/or regulatory agencies.

RESPONSIBILITIES:

- Confers with management and staff to determine training objectives.
- Schedules classes based on classroom, equipment and employee availability.
- Writes and creates training programs including outline, text, handouts, visual aids, examinations and practical exercises. Maintains and updates all instructional materials.
- Conducts employee training on computer or software applications. Coordinates and conducts employee orientation programs.
- Conducts training on installation, programming, proper usage, safety, maintenance and repair of machinery, equipment and software applications while utilizing instructional manuals, specifications, transparencies, blueprints and schematics.
- Teaches principles and procedures by performing demonstrations utilizing hand tools, measuring instruments and testing equipment while applying knowledge of programming, electronics, mechanics, hydraulics and pneumatics.
- Observes and assists employees during hands-on exercises and answers employees' questions.
- Administers written and practical exams and maintains records of employees' progress. Coordinates training programs with state certification programs when necessary.
- Evaluates training effectiveness and prepares performance and management reports.
- May attend meetings, seminars and training sessions to stay abreast of current technological developments to be integrated into the training program.
- Provides technical assistance to staff and troubleshoots operational problems.
- May occasionally install, program, maintain and repair equipment and machinery.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED.

SPECIFICATIONS: (continued)

EXPERIENCE:

Two years of experience directly related to the type of work being performed are required.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs and occasionally with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve occasional exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above description.

JOB FAMILY:

Technical Instructor

Effective Date: July 2000

Revised Date: January 2008