



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 514.2

Job Title: **UTILITY TECHNICIAN**

Pay Grade: 13

GENERAL SUMMARY:

Provides for effective maintenance and operation of the water and wastewater utility. Utilizes troubleshooting skills to address utility operations and maintenance. May operate equipment or perform tasks that do not require specialized licenses.

RESPONSIBILITIES:

- Operates and maintains sampling instruments and perform field analysis of water samples.
- Collects, preserves, sends, and transports samples to laboratory for analysis.
- Operates valves and flushes hydrants to address water quality issues.
- Prepares and maintains reports, forms, and records for operations, assignments, service calls, maintenance and repairs of equipment and tools, and/or sampling activity utilizing a data tracking system.
- Operates centrifuge or dryer in sludge process. Performs maintenance tasks related to the operation of wastewater treatment facilities.
- Isolates water lines by operation valves and reviewing GIS to determine valve locations. Renews utility services to designated areas.
- May perform other duties as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma, GED, or the ability to read, write, add, subtract, and follow oral and/or basic written instructions at a level necessary for successful job performance supplemented by specialized courses or training in the operation of the equipment/instruments.

EXPERIENCE:

Six months of general maintenance/work experience are required.

License: Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct reports.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy, e.g., answering questions, giving directions in response to simple requests.

External Contacts:

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

PHYSICAL EFFORT:

The position requires stooping, bending and/or lifting of items of up to 40 to 80 pounds with occasional periods of walking on rough surfaces.

WORK ENVIRONMENT:

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

This is a Tier I position and may require responding to emergency calls and working longer shifts including sleeping in the facility during an emergency.

PHYSICAL SKILL:

Requires the ability to make fairly complex coordinated and sequenced motor movements in response to quickly changing external stimuli.

MISCELLANEOUS:

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

JOB FAMILY:

Utility Technician

Effective Date: March 2022