



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 514.6

Job Title: **UTILITY MECHANIC**

Pay Grade: 13

GENERAL SUMMARY:

Performs skilled mechanical maintenance and repair duties for water or wastewater systems and facilities.

RESPONSIBILITIES:

- Performs inspections, preventive maintenance, installations, lubrications, and repairs of mechanical equipment and parts in buildings, plants, lift stations and other water/wastewater systems and facilities (i.e., pumps, motors, blowers, compressors, valves, lines, etc.)
- Maintains and repairs equipment, parts and tools used to perform mechanical responsibilities. May perform other repair/maintenance duties as needed.
- Performs service calls to maintain and repair mechanical equipment. Maintains records of calls and maintenance/repair work performed
- Ensures work is performed in a safe manner with proper equipment and skills. Reports unsafe conditions and equipment.
- Maintains records on vehicle maintenance and mileage records.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or GED certification. May require vocational competence in the operation of mechanical or electronic equipment.

LICENSE:

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

EXPERIENCE:

One year of experience as a Houston Water Operations Technician Trainee or 18 months of experience in building or mechanical maintenance is/are required.

One year of directly related college or vocational education may be substituted for up to a maximum of one year of work experience.

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.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. 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 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 primarily with lower-level service representative and vendors. 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 involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:

There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

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 job description.

JOB FAMILY:

Houston Water Operations Technician Trainee
Utility Mechanic
Senior Utility Mechanic
Utility Mechanic Supervisor

Effective: October 1990

Revised: March 2022