



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 514.8

Job Title: **ASSISTANT FIELD SUPERVISOR**

Pay Grade: 15

GENERAL SUMMARY:

Assists supervisor in the direction and coordination of work crews; performs various administrative functions.

RESPONSIBILITIES:

- Schedules and coordinates work crew assignments and schedules; performs on-site inspections, ensuring thoroughness, quality and timeliness.
- Prepares, coordinates, and/or refers work orders, service and equipment requests, site inspections, preventive maintenance, accident reports, etc.
- Assists with employee training and guidance; completes performance reviews and may provide discipline or counseling as appropriate.
- May assist work crew with daily activities in peak or emergency periods.
- Performs other responsibilities as requested; drives city vehicle.
- Oversees preventive maintenance of assigned vehicles, equipment and tools.
- Observes safety regulations and ensures that crews do the same.

SPECIFICATIONS:

KNOWLEDGE:

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED. May require a valid Texas Class C driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:

Two years of progressively responsible experience in the maintenance field are required.

An Associate's degree in a related field may be substituted for the experience requirement.

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 moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. 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 citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. 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 routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

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.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

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

JOB FAMILY:

Crew Leader
Assistant Field Supervisor
Field Supervisor

OR

Equipment Operator I
Equipment Operator II
Equipment Operator III
Assistant Field Supervisor
Field Supervisor

Effective: October 1990

Revised: May 2006