



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 514.9

Job Title: **UTILITY MECHANIC SUPERVISOR**

Pay Grade: 18

### **GENERAL SUMMARY:**

Supervises, plans and coordinates the activities of utility mechanics who perform skilled mechanical maintenance and repair duties for water or wastewater systems and facilities.

### **RESPONSIBILITIES:**

- Organizes, evaluates, and assigns the work of utility mechanics; monitors work in progress.
- Trains utility mechanics in proper mechanical maintenance and repair methods, policies, procedures and use of equipment.
- Performs periodic field quality reviews of utility mechanics' work to ensure proper execution of processes.
- Ensures employees have adequate work supplies and properly functioning equipment.
- Analyzes and resolves staff, equipment, and operating problems/concerns.
- Observes and understands safety regulations and communicates such to utility mechanics. Oversees preventive maintenance of assigned vehicles, equipment, and tools.
- Reviews with technician operational policies and procedures; recommends changes to increase efficiency; implements approved changes.
- Prepares and reviews daily management and production reports, charts, and graphs.
- May perform daily tasks of utility mechanics as needed. May perform other duties as assigned.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

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

#### **LICENSE:**

Must have a valid Texas driver's license and comply with the City of Houston's policy on driving.

#### **EXPERIENCE:**

Five years of experience in skilled building or mechanical maintenance are required (may include one year of experience as a Houston Water Operations Technician).

One year of directly related college or vocational education may be substituted for up to one year of work experience. An Associate's degree or higher may substitute for two years of the experience requirement.

## **SPECIFICATIONS: (continued)**

### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies, and procedures.

### **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:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions such as hiring, termination, and pay changes of non-supervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with the technical staff 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 primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

### **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:**

Utility Mechanic  
Senior Utility Mechanic  
Utility Mechanic Supervisor

*Effective: March 2022*