



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 525.1

Job Title: **STATIONARY ENGINEER APPRENTICE**

Pay Grade: 7

GENERAL SUMMARY:

Assists Stationary Engineers in monitoring and maintaining heating and cooling operation systems.

RESPONSIBILITIES:

- Receives on-the-job instruction and training.
- Performs simple maintenance such as replacing light bulbs, adjusting thermostats, repairing broken locks and doors and changing filters.
- Resets elevators and tripped circuit breakers; checks and maintains filter alarms and electric riding carts.
- Greases pumps and may make minor adjustments.
- Performs simple repairs and maintenance on electrical, electronic and pneumatic controls, as well as the heating and cooling operation systems.
- May run errands, pick up supplies from vendors and perform other simple repair/maintenance-related activities as instructed.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED certificate.

EXPERIENCE:

No experience is required.

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 typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

SPECIFICATIONS: (continued)

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. 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 representatives 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 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 eye/hand movements within fairly fine tolerance and/or calibration demands; or the ability to make closely coordinated eye/hand movements on a patterned response space within moderate tolerance demands.

MISCELLANEOUS:

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

JOB FAMILY:

Stationary Engineer Apprentice
Stationary Engineer
Chief Stationary Engineer

Effective: October 1990

Revised: August 1996