



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 528.2

Job Title: **INDUSTRIAL MECHANIC**

Pay Grade: 17

### **GENERAL SUMMARY:**

Performs various activities associated with the maintenance of mechanical equipment at the sludge processing plant.

### **RESPONSIBILITIES:**

- Prioritizes maintenance repair of failed equipment to minimize equipment down time.
- Makes periodic checks of plant equipment to ensure proper operation and maintenance.
- Prepares requisitions for equipment and replacement parts to maintain adequate stock levels.

### **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. Good knowledge of electrical motors and control equipment.

#### **EXPERIENCE:**

Two years of related operational and maintenance experience at a sludge processing plant are required.

#### **COMPLEXITY:**

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

#### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. 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:**

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

##### **Indirect Supervision:**

No indirect reports.

## **SPECIFICATIONS: (continued)**

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals 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 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 routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 50 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

### **WORK ENVIRONMENT:**

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

### **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:**

Assistant Industrial Mechanic  
Industrial Mechanic

*Effective: October 1990*

*Revised: April 1992*