



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 545.1

Job Title: **INFRASTRUCTURE ASSESSMENT TECHNICIAN I**

Pay Grade: 7

GENERAL SUMMARY:

Assists the Infrastructure Assessment Technicians in maintaining and performing routine activities, while learning the Infrastructure Assessment Technician processes and equipment.

RESPONSIBILITIES:

- Assists with recording infrastructure assessment throughout the City.
- Assists with investigating service requests, conducting field investigations and inspections.
- Performs preventive maintenance inspections including checking equipment.
- Drives and assists in operating infrastructure assessment van and conducts traffic control activities.
- Communicates and coordinates work with other operators and support personnel.
- May perform other duties as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED certificate. Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

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 to moderate supervision of routine duties to ensure completion of tasks. The lead/supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

SPECIFICATIONS: (continued)

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 extremely infrequent with virtually no outside contact. 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 is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.

WORK ENVIRONMENT:

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

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 very low tolerance demands.

MISCELLANEOUS:

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

JOB FAMILY:

Infrastructure Assessment Technician I
Infrastructure Assessment Technician II
Infrastructure Assessment Technician Supervisor

Effective Date: July 2013