



# CITY OF HOUSTON

## JOB DESCRIPTION

---

---

Job Code: 567.1

Job Title: **FACILITIES TECHNICIAN I**

Pay Grade: 9

### **GENERAL SUMMARY:**

Operates, maintains and monitors wastewater and/or water treatment systems, lift stations and sludge processing equipment to comply with state and federal permits. Performs skilled repair, mechanical duties and associated administrative tasks in the operations and maintenance of wastewater and/or water systems.

### **RESPONSIBILITIES:**

- Operates and maintains the plant's sanitary requirements by skimming clarifiers or treatment modules, scrubbing weirs, cleaning rotary and bar screens, and emptying chemical containment pits.
- Maintains equipment by packing and repacking rotating equipment, removing pump blockages, replacing air filters, lubricating equipment and maintaining the preventive maintenance schedule for the facility.
- Operates and maintains instrumentation and electrical components, such as relamping, maintaining probes, and repairing chloride analyzers, turbidity meters and pH meters.
- Troubleshoots and repairs mechanical, electrical and instrumentation problems as described above, and continues preventive maintenance practices for all areas.
- Maintains the inventory of supplies for the facility. Submits purchase requests for supplies to the Purchasing Division.
- Provides general housekeeping for all facilities, including grounds keeping, general painting and the cleaning of tools and equipment.
- Uses the Computerized Maintenance Management System for monitoring preventive maintenance schedules and retrieving work orders.
- Performs simple chemical analyses and sampling to determine operational parameters and maintains a log of sampling results.

### **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.

**Certification:** Requires the appropriate Class "D" operator's certification within one year and the appropriate Class "C" operator's certification within two years of obtaining the "D" certification.

#### **EXPERIENCE:**

No experience is required.

## **SPECIFICATIONS: (continued)**

### **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 lead to minor inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **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 involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

### **WORK ENVIRONMENT:**

There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

### **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:**

Facilities Technician I  
Facilities Technician II  
Facilities Technician III  
Facilities Technician IV

*Effective Date: July 1999*