



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 567.3

Job Title: **FACILITIES TECHNICIAN III**

Pay Grade: 17

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 sampling, monitoring and calibration of wastewater and/or water systems and components. Performs associated administrative tasks in the operations and maintenance of wastewater and/or water systems and facilities.

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. Reads and interprets ladder/wiring diagrams.
- Troubleshoots and repairs mechanical, electrical and instrumentation problems as described above, and continues preventive maintenance practices for all areas.
- Adjusts chlorine feed rates and calibrates liquid level control components.
- Evaluates and troubleshoots Programmable Logic Controllers (PLC) failures.
- Repairs and replaces fans and belts in heating, ventilation and air-conditioning (HVAC) systems.
- Coordinates the purchasing of supplies through the Purchasing Division and the maintenance of the supply inventory by facility.
- Uses the Computerized Maintenance Management System for monitoring preventive maintenance schedules and generating and closing out work orders.
- In wastewater facilities, takes and monitors various readings according to certification requirements, including the Return Activated Sludge Pump, Lower Explosive Levels, Sludge Blanket Levels, Dissolved Oxygen Levels, etc.
- In wastewater facilities, performs sampling duties according to certification requirements, including the Clarifier Effluent, Mixed Liquor Suspended Solids, and chloride samples from effluent before and after dechlorination.
- In wastewater facilities, operates equipment according to certification requirements, including wasting equipment, blowers, belt presses, return activated sludge pump and bar screens.
- In ground water treatment plants, operates and maintains pumps, wells and plant process equipment associated with the production and distribution facilities and collects production data to produce reports.

RESPONSIBILITIES: (continued)

- In surface water treatment plants, operates and maintains plant process equipment, collects process data to produce reports, maintains treatment modules in an aesthetic manner, and assists in sludge plant operations.
- Disassembles and cleans pumps and other rotating equipment, disassembles and cleans valves, adjusts chains and belt drives and generates corrective work orders.
- Performs electrical duties under supervision of a licensed electrician: changes ballasts, changes motors' rotation, tests/repairs overloads, tests/changes fuses, disconnects/reconnects motors and tests integrity of the insulation of motors/circuitry.
- Repairs air leaks in the pneumatic pump control systems.
- Performs minor carpentry, plumbing and welding tasks as required.
- Provides general housekeeping for all facilities, including grounds keeping, painting equipment and facilities, and cleaning tools and equipment.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED certificate. Requires a valid Class "A" commercial driver's license (CDL) and compliance with the City of Houston's policy on driving.

Certification: Requires the appropriate Class "C" operator's certificate.

License: Must be able to obtain an apprentice maintenance electricians license.

EXPERIENCE:

Three years of work experience are required, including two years of operational and maintenance experience as a Facility Technician.

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.

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 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.

SPECIFICATIONS: (continued)

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