



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 576.1

Job Title: **GENERAL SUPERINTENDENT**

Pay Grade: 21

GENERAL SUMMARY:

Supervises and coordinates the daily activities of field personnel engaged in light construction, installation, repair and maintenance.

RESPONSIBILITIES:

- Supervises a crew engaged in installing underground conduit, digging holes and trenching for traffic signal poles and conduit, building traffic signal controller foundations, repairing and maintaining lights, and/or repair and maintenance of buildings.
- Reviews and checks field blueprints; identifies utility lines; contacts utility company when lines are not identifiable or if construction problems arise.
- Estimates and obtains materials and equipment needed for work assignments.
- Transports crew to and from job sites.
- Establishes work assignments, assists crew with work activities, and ensures crew safety.
- Performs other duties as requested.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate's degree in Business Administration, Education, Recreation, Physical Education or a closely related field. May require a valid class C Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:

Four years of directly related experience are required. Directly related experience may be substituted for the education requirement on a year-for-year basis.

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 could lead to significant 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.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. 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 requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

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 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:

General Superintendent

Effective: October 1990

Revised: July 1997