



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 776.1

Job Title: **PROJECT TECHNICIAN I**

Pay Grade: 8

GENERAL SUMMARY:

Assists in providing basic administrative, drafting and technical support to develop, prepare and implement specifications and plans for equipment, projects and systems.

RESPONSIBILITIES:

- Performs a variety of administrative activities, such as filing, reproduction, preparation of requisitions and data entry and retrieval.
- Operates various standard office, engineering and drafting machines.
- Prepares technical engineering drafting of plans and specifications for various projects.
- Draws plans and profiles.
- Plots existing utilities/streets from field books.
- Compiles master files on original mylars.
- Performs reference drawings.
- Obtains project data from outside sources.
- Conducts simple field investigations and special studies.
- Prepares, maintains and updates reports and records.
- May perform field investigations relating to wastewater collection and water distribution systems, including smoke testing, dye checks, flow monitoring, etc.
- May prepare field investigation reports and maintain records of findings.

SPECIFICATIONS:

KNOWLEDGE:

Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to 18 months of education or training beyond the high school level. Vocational competence in the operation of mechanical or electronic equipment may be required.

SPECIFICATIONS: (continued)

EXPERIENCE:

Six months of related experience, such as surveying, engineering, drafting, and/or designing, are required.

Substitution: A Bachelor's degree in Engineering, Drafting, Design or a closely related field may be substituted for the education and experience requirements.

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 supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

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 which requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

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 listed in the above job description.

JOB FAMILY:

Project Technician I
Project Technician II
Project Technician III
Project Technician IV

Effective: October 1990

Revised: March 2020