



# CITY OF HOUSTON

## JOB DESCRIPTION

---

---

Job Code: 802.5

Job Title: **HOUSTON WATER OPERATIONS TECHNICIAN I**

Pay Grade: 11

### **GENERAL SUMMARY:**

Under supervision, monitors and maintains water or wastewater treatment facilities, systems and equipment to comply with State and Federal permits.

### **RESPONSIBILITIES:**

- Assists in maintaining plant compliance with State and Federal permits.
- Ensures plant safety and sanitary requirements. Performs general cleaning of grounds and facilities, including removing debris from various mechanical systems. Washes down and cleans clarifiers, blower filters, rotor screens, etc.
- Maintains daily log of calls, reports, operations and/or messages.
- May be assigned to a control center or plant control room to monitor multiple systems.
- Additional responsibilities for Level II (has valid TCEQ Class D certificate):
- Under supervision, conducts field runs to facilities to calculate and record daily usage.
- Under supervision, compares readings on equipment and processes with established operational ranges to evaluate system performance. Initiates system changes within established guidelines to effect process control.
- Under supervision, performs preventive maintenance inspections, such as checking equipment, taking samples, adjusting operating parameters and visually inspecting treatment processes.
- Coordinates the delivery of support materials, information and personnel from other departments or agencies. Assists in providing tours.
- Communicates and coordinates work with other technicians and support personnel by radio, telephone and telemetry equipment.
- Provides managers/supervisors with status reports and relays information to other affected departments/agencies.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a high school diploma or a GED certificate.

#### **EXPERIENCE:**

No experience is required.

## **SPECIFICATIONS (cont'd):**

### **Certifications/License:**

Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

Requires a valid Texas Commission on Environmental Quality (TCEQ) Class "D" Water/Wastewater Operator's certificate within twelve (12) months from entry into this classification. Within Twenty-four (24) months after either obtaining the Class D certification or entry into this classification, a TCEQ Class "C" Water/Wastewater Operator's certificate must be obtained. Certificates must be appropriate to position location, such as surface water, groundwater, distribution, or wastewater treatment.

### **COMPLEXITY:**

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. 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 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 requires lifting of heavy items of up to 60 pounds and/or walking on rough surfaces routinely and/or regular physical exertion such as climbing of ladders.

### **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 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 low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description. Performs related work as required.

**JOB FAMILY:**

Houston Water Operations Technician I  
Houston Water Operations Technician II  
Houston Water Operations Supervisor  
Houston Water Operations Section Chief  
Assistant Houston Water Operations Manager  
Houston Water Operations Manager

*Effective Date: October 2021*