CITY OF HOUSTON

Job Posting

1	***Applications accepted from:***	**ALL PERSONS INTERESTED**
2	***Job Classification***	**INSTRUMENT PERSON**
3	***Posting Number***	**PN# 107200**
4	***Department***	**Public Works & Engineering Department**
5	***Division***	**Right-of-Way & Fleet Maintenance Division**
6	***Section***	**Roadside Ditching Maintenance**
7	***Reporting Location***	**1700 E. Crosstimbers ***
8	***Workdays & Hours***	**7:00 a.m. – 5:30 p.m. M – Thur ***

***Subject to change**

9 ***DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS***
Performs route survey of roadside ditches in the City of Houston rights-of-way. Measures and obtains data pertaining to angles, elevations, point and contours for roadside ditches. Operates a level instrument for elevation of ditches. Calculates grades using survey data for proper flow of storm water in ditches. Complies field notes; makes sketches and records obtained data in field survey record books. Monitors supplies and maintains equipment. Assists with traffic control around survey area; clears brush from survey area; helps load truck with supplies. Performs other duties as assigned.

10 ***WORKING CONDITIONS***
This position routinely requires lifting of moderately heavy items, (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

11 ***MINIMUM EDUCATIONAL REQUIREMENTS***
Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

12 ***MINIMUM EXPERIENCE REQUIREMENTS***
Two (2) years of surveying experience are required.

13 ***MINIMUM LICENSE REQUIREMENTS***

14 ***PREFERENCES***
Two (2) years of experience as a rodman and a valid Class "C" operators Texas Driver license and must be in compliance with the City of Houston's policy on driving.

15 ***SELECTION/SKILLS TESTS REQUIRED***
No Civil Service examination administered by the Human Resources Department is applicable for this posting. Public Works and Engineering reserves the right to assess skills independently.

16 ***SAFETY IMPACT POSITION*** ☒Yes ☐No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 ***SALARY INFORMATION***
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 11
$755 – $1,007 Biweekly $19,630 - $26,182 Annually

18 ***OPENING DATE*** October 19, 2005

19 ***CLOSING DATE*** October 25, 2005

20 ***APPLICATION PROCEDURES***
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Device for the Deaf) is (713) 837-9471.**

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