



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 514.5

Job Title: **SENIOR UTILITY MECHANIC**

Pay Grade: 16

GENERAL SUMMARY:

Performs skilled repair and mechanical duties in the maintenance of water or wastewater systems and facilities.

RESPONSIBILITIES:

- Performs skilled mechanical work in the repair and maintenance of buildings, pump stations, lift stations, and treatment plants.
- Performs inspections, preventive maintenance, lubrications and repairs on various facilities and equipment.
- Maintains records of time and cost maintenance, including personnel; ensures that necessary parts and equipment are available.
- Reports unsafe conditions and makes repair recommendations.
- Coordinates and performs shop work and supervises the maintenance of shop equipment.
- May train and assign duties to plant personnel.

SPECIFICATIONS:

KNOWLEDGE:

Knowledge of grammar, spelling, punctuation and mathematical functions as might be acquired through specialized training of up to nine months of education or training beyond the high school level. May require simple vocational competence in the operation of mechanical or electronic equipment. Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:

Three years of building or mechanical maintenance are required, or one year as an operator trainee and two years in building or mechanical maintenance. One year of directly related college or vocational education may be substituted for up to one year of work experience.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work could lead to moderate expenses and inconveniences. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SPECIFICATIONS: (continued)

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 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 primarily with lower-level service representative and vendors. 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 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:

Plant Operator Trainee
Utility Mechanic
Senior Utility Mechanic

Effective: October 1990

Revised: October 1991