CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 514.7

Job Title: **FIELD SUPERVISOR**

Pay Grade: 17

GENERAL SUMMARY:

Plans, coordinates and directs the activities of groups of workers within the same department who are engaged in providing City utility services.

RESPONSIBILITIES:

- Organizes and assigns the work of utility crews; monitors work in progress.
- Ensures that employees have adequate work supplies and properly functioning equipment in order to perform assigned tasks.
- Analyzes and resolves staff, equipment and operating problems.
- Reviews operations policies and procedures; recommends changes to increase efficiency; implements approved changes.
- Trains new employees.
- Sets up and maintains employee attendance records.
- Prepares periodic employee performance evaluations; reviews contents with the employee.
- Prepares periodic production reports as required and/or requested.
- Plans and conducts staff meetings; apprises staff of relevant occurrences and policy/procedures changes.
- Assists with daily operations tasks as needed; drives city vehicle.
- Oversees preventive maintenance of assigned vehicles, equipment and tools.
- Observes safety regulations and ensures that crews do the same.

SPECIFICATIONS:

KNOWLEDGE:
Requires a high school diploma or a GED.

EXPERIENCE:
Four years of progressively responsible work experience in the maintenance field are required.

A Bachelor’s degree in a related field may be substituted for the experience requirement.

LICENSE:
May quire a valid Texas Class "C" driver's license and compliance with the City of Houston's policy on driving.

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 cause some expense and inconvenience. 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.

SUPERVISION EXERCISED:

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

Indirect Supervision:
No Indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. 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 citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. 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 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 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.

JOB FAMILY:
Crew Leader
Assistant Field Supervisor
Field Supervisor

Effective: October 1990
Revised: November 2025