



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 525.2

Job Title: **STATIONARY ENGINEER**

Pay Grade: 14

GENERAL SUMMARY:

Operates and maintains heating and cooling operation systems and performs limited maintenance.

RESPONSIBILITIES:

- Operates various heating and cooling equipment such as boilers and chillers.
- Reads and records air conditioning, boiler pressures and temperatures and makes necessary adjustments.
- Troubleshoots and performs mechanical repairs for air conditioning, heating and related equipment.
- Performs preventive maintenance for air conditioning, heating and related equipment, such as replacing filters and belts, greasing bearings, replacing temperature sensors and checking oil and freon levels.
- Responds to and services tenant calls regarding complaints, emergencies and breakdowns.
- Responsible for overall building systems, such as HVAC, plumbing, electrical, elevators and structural.
- Performs light building maintenance and/or repairs on door locks and knobs, plumbing, lights and other items as needed.
- Performs other duties as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED certificate, and a Third Grade Stationary Engineer's license issued by the City of Houston.

EXPERIENCE:

Two years of practical experience in the operation and maintenance of boilers, air conditioning and/or refrigeration equipment are required.

A Bachelor's degree in a Science of Engineering and six months of practical experience in the operation and maintenance of boilers, air conditioning and/or refrigeration equipment may substitute the above experience requirement.

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.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors could lead to moderate expenses and inconveniences. 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 infrequent with occasional contacts with lower-level service representatives and/or 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 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 eye/hand movements within fairly fine tolerance and/or calibration demands; or the ability to make closely coordinated eye/hand movements on a patterned response space within moderate tolerance demands.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Stationary Engineer Apprentice
Stationary Engineer
Chief Stationary Engineer

Effective: October 1990

Revised: August 1996