



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 527.2

Job Title: **MAINTENANCE MECHANIC II**

Pay Grade: 12

GENERAL SUMMARY:

Performs routine maintenance activities to provide safe and clean equipment, facilities and grounds.

RESPONSIBILITIES:

- Inspects and repairs pumps, motors, plumbing, drains and other facilities and equipment.
- Fabricates and welds various parts.
- Drives to and from various work sites.
- Troubleshoots equipment and makes recommendations for repairs.
- Performs miscellaneous activities such as painting and window installations.
- Provides clean and safe work areas.
- May maintain proper lawn care.

SPECIFICATIONS:

KNOWLEDGE:

Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to 18 months of education or training beyond the high school level. Vocational competence in the operation of mechanical or electronic equipment may be required. Must have a valid Texas driver's license and comply with the City of Houston's policy on driving.

EXPERIENCE:

Six months of experience in building or mechanical maintenance are required.

License: May require a valid Commercial Driver's License (CDL).

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 lead to minor inconvenience and incur some costs. 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:

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 primarily with lower-level service representatives 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 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 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:

Maintenance Mechanic I
Maintenance Mechanic II
Maintenance Mechanic III
Maintenance Supervisor

Effective: October 1990

Revised: January 2002