



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 528.1

Job Title: **ASSISTANT INDUSTRIAL MECHANIC**

Pay Grade: 11

### **GENERAL SUMMARY:**

Maintains chlorinating systems to comply with Texas Water Commission requirements.

### **RESPONSIBILITIES:**

- Develops effective solutions for chlorinator malfunctions through extensive troubleshooting to evaluate, identify and correct problems.
- Conducts on-going diagnoses and repairs on a variety of systems and lines, i.e. chemical pumps, broken or leaking bleach lines, chlorinators and water and chlorine solution lines.
- Maintains manometer at all treatment plants.
- Orders and picks up parts from warehouses and vendors.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

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

#### **EXPERIENCE:**

One year of related operational and maintenance experience at a sludge processing plant is required.

#### **COMPLEXITY:**

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

#### **IMPACT OF ACTIONS:**

Errors in work typically lead to minor inconvenience and 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.

#### **SUPERVISION EXERCISED:**

##### **Direct Supervision:**

No direct report employees.

##### **Indirect Supervision:**

No indirect reports.

## **SPECIFICATIONS: (continued)**

### **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 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 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 discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

### **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:**

Assistant Industrial Mechanic  
Industrial Mechanic

*Effective: October 1990*

*Revised: April 1992*