



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 545.2

Job Title: **INFRASTRUCTURE ASSESSMENT TECHNICIAN II**

Pay Grade: 12

GENERAL SUMMARY:

Conducts, documents, and evaluates infrastructure assessment projects.

RESPONSIBILITIES:

- Records and evaluates infrastructure assessment throughout the City.
- Investigates service requests, conducts field investigations and inspections.
- Provides paving profile for division and other pertinent information for street resurfacing and maintenance.
- Provides infrastructure information for division and other stakeholders for drainage system maintenance and future capital improvement projects.
- Maintains various databases and files to include overlay and driveway lists, project plans and specifications, etc.
- Responds to requests for research information from various departments using reports, drawings and databases.
- Performs preventive maintenance inspections including checking equipment.
- Operates infrastructure assessment van and conducts traffic control activities.
- Communicates and coordinates work with other operators and support personnel.
- Provides supervisor with status reports.
- Performs other duties as requested.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED certificate.

Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:

One year of experience related to infrastructure assessment is required.

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 in work cause some expense and inconvenience. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The lead/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 primarily with the clerical and technical staffs. 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 is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.

WORK ENVIRONMENT:

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

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:

Infrastructure Assessment Technician I
Infrastructure Assessment Technician II
Infrastructure Assessment Technician Supervisor

Effective Date: July 2013