



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 545.3

Job Title: **INFRASTRUCTURE ASSESSMENT TECHNICIAN
SUPERVISOR**

Pay Grade: 19

GENERAL SUMMARY:

Supervises personnel and resources to meet objectives to plan, organize, coordinate, review, evaluate and prepare infrastructure assessment projects.

RESPONSIBILITIES:

- Schedules and coordinates field visits to observe and evaluate infrastructure project sites.
- Responds to City department and management inquiries.
- Supervises and coordinates all infrastructure assessment projects and personnel.
- Monitors work schedules to improve productivity.
- Develops and implements new and improved work methods and procedures.
- Prepares correspondence on infrastructure assessments to management.
- Collects, analyzes and organizes data to develop current and long range infrastructure assessment proposals.

SPECIFICATIONS:

KNOWLEDGE:

An Associate's degree in Business, Real Estate or closely related to the area of inspection is required.

EXPERIENCE:

Two years of experience related to infrastructure assessment are required. Pertinent infrastructure assessment experience at the professional level may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, 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 requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

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; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemical and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

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: July 2013