



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 567.4

Job Title: **FACILITIES TECHNICIAN IV**

Pay Grade: 21

GENERAL SUMMARY:

Operates, maintains and monitors wastewater and/or water treatment systems, lift stations and sludge processing equipment to comply with state and federal permits. Performs skilled repair, mechanical duties, and sampling, monitoring, calibration, repair and installation of wastewater and/or water systems and components. Performs associated administrative tasks in the operations and maintenance of wastewater and/or water systems and facilities.

RESPONSIBILITIES:

- Operates and maintains the plant's sanitary requirements by skimming clarifiers or treatment modules, scrubbing weirs, cleaning rotary and bar screens, and emptying chemical containment pits.
- Maintains equipment by packing and repacking rotating equipment, removing pump blockages, replacing air filters, lubricating equipment and maintaining the preventive maintenance schedule for the facility.
- Operates and maintains instrumentation and electrical components, such as relamping, maintaining probes, and repairing chloride analyzers, turbidity meters and pH meters. Reads and interprets ladder/wiring diagrams.
- Troubleshoots, replaces, repairs and reassembles all rotating and stationary equipment.
- Adjusts chlorine feed rates and calibrates liquid level control components.
- Evaluates and troubleshoots Programmable Logic Controllers (PLC) failures. Reboots and reloads PLC programs and troubleshoots control loops.
- Repairs and replaces fans and belts in heating, ventilation and air-conditioning (HVAC) systems.
- Coordinates the purchasing of supplies through the Purchasing Division and the maintenance of the supply inventory by facility.
- Uses the Computerized Maintenance Management System for monitoring preventive maintenance schedules, planning and scheduling jobs, and generating and closing out work orders.
- In wastewater facilities, takes and monitors various readings according to certification requirements, including the Return Activated Sludge Pump, Lower Explosive Levels, Sludge Blanket Levels, Dissolved Oxygen Levels, etc.
- In wastewater facilities, performs sampling duties according to certification requirements, including the Clarifier Effluent, Mixed Liquor Suspended Solids, and chloride samples from effluent before and after dechlorination.
- In wastewater facilities, operates equipment according to certification requirements, including wasting equipment, blowers, belt presses, return activated sludge pump and bar screens.

RESPONSIBILITIES: (continued)

- In ground water treatment plants, operates and maintains pumps, wells and plant process equipment associated with the production and distribution facilities and collects production data to produce reports.
- In surface water treatment plants, operates and maintains plant process equipment, collects process data to produce reports, maintains treatment modules in an aesthetic manner, and assists in sludge plant operations.
- Disassembles and cleans pumps and other rotating equipment, disassembles and cleans valves, adjusts chains and belt drives and generates corrective work orders.
- Performs electrical duties: Changes ballasts, changes the rotation of motors, tests the integrity of the insulation of housing motors/circuitry, tests/repairs overloads, tests/changes fuses, and disconnects and/or reconnects electric motors.
- Repairs air leaks in the pneumatic pump control systems (static air cells).
- Performs minor carpentry and plumbing. Performs welding tasks, including brackets, minor fabrication, gas welding of copper connections and arc welding.
- Provides general housekeeping for all facilities, including grounds keeping, painting equipment and facilities, and cleaning tools and equipment.
- Troubleshoots power, lighting and temperature control circuits and changes out electrical equipment.
- Accesses the plant control systems and calibrates process control field devices.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED certificate. Requires a valid commercial driver's license (CDL) and compliance with the City of Houston's policy on driving.

Certification: Requires the appropriate Class "B" operator's certification. Must be able to obtain a maintenance electricians license.

EXPERIENCE:

Five years of work experience are required, including three years of operational and maintenance experience as a Facility Technician.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

SPECIFICATIONS: (continued)

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 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 frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

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:

- Facilities Technician I
- Facilities Technician II
- Facilities Technician III
- Facilities Technician IV

Effective Date: July 1999