



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 776.2

Job Title: **PROJECT TECHNICIAN II**

Pay Grade: 13

GENERAL SUMMARY:

Provides general administrative, drafting and technical support to develop, prepare and implement specifications and plans for various equipment, projects and systems.

RESPONSIBILITIES:

- Performs engineering drafting, design and plotting.
- Prepares documentation authorizing payments to contractors.
- Provides technical support and expertise to agencies, contractors, and technical consultants to resolve concerns and inquiries.
- Prepares and updates various reports, records and files.
- Researches and collects data from various departments and other sources.
- Instructs contractors about understanding and using various forms, gathering information, and operating systems.
- Conducts field studies and special projects.
- Operates AutoCAD to create drawings.
- Assists technical personnel in locating project plans and specifications.
- Conducts field investigations and inspections to identify problems and evaluate work progress.
- Prepares and evaluates designs, projects, drawings, plans and specifications.
- Retrieves and loads computerized statistical data.
- Performs accurate abstracting for all assessment projects.
- Provides preventive maintenance and repairs to equipment.
- May perform various field investigations relating to wastewater collection and water distribution systems, including smoke testing, dye checks, flow monitoring, etc.
- May prepare field investigation reports and maintain records of findings.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate's degree in Engineering, Drafting, Designing or a closely related field.

SPECIFICATIONS: (continued)

EXPERIENCE:

Two years of related experience, such as surveying, engineering, drafting and/or designing, are required.

Substitution: A Bachelor's degree in Engineering, Drafting, Design or a closely related field may be substituted for the education and experience requirements. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

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 close to moderate supervision of routine duties to ensure completion of tasks. The 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 lower-level service representative and vendors. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

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 chemicals and/or extensive use of a video display terminal.

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 listed in the above job description.

JOB FAMILY:

Project Technician I
Project Technician II
Project Technician III
Project Technician IV