



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 776.3

Job Title: **PROJECT TECHNICIAN III**

Pay Grade: 17

GENERAL SUMMARY:

Oversees the coordination, general administrative, drafting and technical support activities to develop, prepare and implement specifications and plans for various equipment projects and systems.

RESPONSIBILITIES:

- Directs personnel in drafting, designing and plotting activities.
- Develops and draws plans and profiles.
- Conducts plan reviews.
- Performs field checks.
- Coordinates and monitors equipment and system repairs.
- Handles inquiries from general public and staff personnel.
- Coordinates implementation of contracts, projects, and plans.
- Serves as liaison to departments and agencies.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate's degree in Engineering, Drafting, Designing or a closely related field. May require a valid Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:

Four 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 two years of the experience requirement. Directly related professional experience 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 could lead to moderate expenses and inconveniences. 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:

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

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

External Contacts:

Level of external contact is primarily with lower-level service representatives and vendors and occasionally with citizens, visitors and/or mid-level government agencies, guests, vendors and professional contacts with allied organizations. 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

Effective: October 1990

Revised: March 2020