



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 776.4

Job Title: **PROJECT TECHNICIAN IV**

Pay Grade: 20

GENERAL SUMMARY:

Supervises administrative and technical support activities to develop, prepare and implement plans and specifications for various equipment projects and systems.

RESPONSIBILITIES:

- Supervises section; schedules and reviews work, trains and evaluates employees.
- Prepares design concepts, graphic illustrations, exhibits and construction drawings according to specifications.
- Coordinates procurement of materials and services.
- Prepares, reviews and monitors operating budgets and expenditures.
- Provides reproduction services for blueprints, engineering copies, etc.
- Maintains and updates records and reports.
- Reviews and evaluates changes to improve designs.
- Coordinates projects with various departments and agencies.
- Responds to inquiries from the general public.
- Trains and develops technical personnel on techniques, use of equipment and project specifications.
- May perform field checks.

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:

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

SPECIFICATIONS: (continued)

Substitution: 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.

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor"; recommends personnel actions such as hirings, terminations, and pay changes of nonsupervisory 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 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