



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 820.6

Job Title: **HOUSTON WATER OPERATIONS TECHNICIAN II**

Pay Grade: 16

GENERAL SUMMARY

Operates, maintains, and monitors water or wastewater treatment facilities, systems, equipment and sludge processing equipment to comply with state and federal permits.

RESPONSIBILITIES:

- Conducts field runs to facilities to calculate and record daily usage.
- Compares readings on equipment and processes with established operational ranges to evaluate system performance. Initiates system changes within established guidelines to effect process control.
- Performs preventive maintenance inspections, such as checking equipment, taking samples, adjusting operating parameters and visually inspecting treatment processes.
- Maintains operations records and logs.
- Coordinates the delivery of support materials, information and personnel from other departments or agencies. Assists in providing tours.
- Communicates and coordinates work with other technicians and support personnel by radio, telephone and telemetry equipment.
- Provides managers/supervisors with status reports and relays information to other affected departments/agencies.
- May perform duties of Houston Operations Technician I.
- Additional responsibilities performed by Level II (has valid TCEQ Class B license)
- Oversees the operation of multiple water or wastewater treatment facilities.
- Monitors and maintains equipment and the conveyance system, and reports malfunctions to expedite repairs. Clears blockages in lines, cleans clarifiers and pumps, and monitors mechanical and chemical processes in more than one location.
- Inspects and tests working conditions on all equipment. Compares readings on equipment and processes with established operational ranges to evaluate system performance. Initiates system changes within established guidelines to effect process control.
- Provides on-the-job training to Houston Water Operations Technicians I.
- Frequently performs simple chemical analysis to ensure proper chemical balances.
- Conducts aeration, re-aeration, raw and digester samplings.

- May be assigned to a control center or plant control room as a "lead person" for monitoring of multiple systems.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED certificate.

EXPERIENCE:

Two years of plant operations experience are required.

License/Certifications:

Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

Requires a valid Texas Commission on Environmental Quality (TCEQ) Class "C" Water or Wastewater Operator's certificate. Level II requires a valid TCEQ Class "B" Water or Wastewater Operator's certificate. Certificates must be appropriate to position location, such as surface water, groundwater, distribution, or wastewater treatment.

COMPLEXITY:

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

IMPACT OF ACTIONS:

Errors in work could lead to moderate expenses and inconveniences. 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 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 extremely infrequent with virtually no contact beyond the immediate work unit/area. 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 that requires common courtesy; e.g., directing calls and answering simple questions.

PHYSICAL EFFORT:

The position requires lifting of heavy items of up to 60 pounds and/or walking on rough surfaces routinely and/or regular physical exertion such as climbing of ladders.

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 coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description. Performs related work as required.

JOB FAMILY:

Houston Water Operations Technician I
Houston Water Operations Technician II
Houston Water Operations Supervisor
Houston Water Operations Section Chief
Assistant Houston Water Operations Manager
Houston Water Operations Manager

Effective Date: October 2021