CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 803.2

Job Title: **P. W. MAINTENANCE SECTION CHIEF**

Pay Grade: 22

GENERAL SUMMARY:

Directs and controls public works' water/wastewater repair and maintenance facilities.

RESPONSIBILITIES:

- Assigns work to subordinate supervisor, clerical and technical personnel. Monitors work assignments for accuracy and adherence to pertinent legal, technical, contractual and procedural guidelines.
- Responds to citizens' complaints and inquiries; gives technical or procedural advice to personnel concerning special or unique problems; interprets policy, procedure and legal requirements for employees and citizens.
- Compiles reports and maintains records of services rendered, clients served, procedures completed. Maintains files on fiscal and legally mandated matters and reports compliance with or progress toward division and/or branch performance measures.
- Coordinates activities within section and with other sections and divisions of the department, and cooperates with interested agencies or committees.
- Maintains current knowledge of technological advances, changes in statutes and impact of long-range planning objectives.
- Analyzes methods and operations and recommends improvements.
- Represents the section at legal proceedings, committees and before agencies.
- Prepares annual operating budget. Makes recommendations for capital facilities. Ensures that personnel receive appropriate safety training and supplies, including review of SARA Title III right-to-know information.
- Interviews and recommends selection of new employees, completes performance appraisals, recommends disciplinary and/or performance counseling as appropriate; ensures consistent application of personnel policies and procedures.

SPECIFICATIONS:

KNOWLEDGE:
Requires a high school diploma or a GED.

SPECIFICATIONS: (continued)

EXPERIENCE:
Five years of experience closely related to the activities of the section are required.

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

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 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 Section Chief or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position has significant input on personnel actions such as hiring, terminations and pay changes.

Indirect Supervision:
Involves supervision and evaluation of work as a Section Chief or the equivalent.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Managers and Assistant Directors. 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 citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:
The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:
Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
General Superintendent
Public Works Maintenance Section Chief
Assistant Public Works Maintenance Manager
Public Works Maintenance Manager

Effective: October 1990
Revised: November 2025