JOB ANNOUNCEMENT #17-29

CITY OF BARTLESVILLE
MAINTENANCE WORKER I / II
WATER DISTRIBUTION

JOB SUMMARY

Under general supervision, performs a variety of maintenance and labor duties associated with the maintenance of buildings, parks, grounds, streets, water utilities work in water line construction and maintenance or sewer line repair, cleaning and maintenance, and other City-owned areas; operates a variety of equipment as assigned.

DESIRABLE QUALIFICATIONS

Education and Experience: High School diploma or GED; and, One to two years of progressively responsible related experience; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. **Licenses and Certifications:** Valid Class A Commercial Driver's License. Must obtain a Water or Wastewater Operator Certification within 1 year of employment. **Knowledge of:** Methods, equipment and materials utilized in water utilities work and maintenance of distribution or sewer lines. Operation and maintenance of all assigned tools and equipment. Recordkeeping, report preparation, filing methods and records management techniques. Applicable state, federal and local ordinances, laws, rules and regulations, Safe Operating Procedures for motorized equipment and tools, Principles and practices of grounds maintenance and landscape architecture, golf course maintenance, street maintenance and repairs, building maintenance and repair, and turf maintenance. Standard business arithmetic, including percentages and decimals. Basic repair and maintenance of general equipment used in building grounds maintenance. **Skill in:** Using tact, discretion, initiative and independent judgment within established guidelines. Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction. Communicating clearly and effectively, both orally and in writing. Directing the work of others on a periodic basis. Use of all equipment required to perform the essential functions of the job. **Mental and Physical Abilities:** Ability to read and interpret plats, construction plans, and maps. Ability to follow established safety procedures. Ability to establish and maintain effective working relationships with a variety of individuals. Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth. Ability to deal with problems involving several concrete variables in standardized situations. While performing the essential functions of this job the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 25 pounds. While performing the essential functions of this job the employee is frequently required to lift and/or move up to 50 pounds. While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds. **Working Conditions:** While performing the essential functions of this position the employee is frequently exposed to work near moving mechanical parts, wet or humid conditions, work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, and outdoor weather conditions. The incumbent's working conditions are typically very loud. Working time may require irregular hours, shift times, and/or on-call status.

HOW TO APPLY: Submit Application to Human Resources, 2nd Floor, City Center, 401 S. Johnstone Ave.

Accepting applications: August 15, 2017 through August 29, 2017 or until filled.

Salary varies depending upon qualifications; salary range $10.89- $19.54 per hour.

AN EQUAL OPPORTUNITY EMPLOYER

City of Bartlesville
401 S. Johnstone / Bartlesville, Oklahoma 74003 / (918) 338-4277