CITY OF BARTLESVILLE
MAINTENANCE REPAIR TECHNICIAN I

JOB SUMMARY:
Under general supervision, performs a broad range of general maintenance and repair duties including: electrical, plumbing, HVAC, carpentry, furniture refinishing, and general calls for service. Maintains all City facilities and buildings in accordance with all building codes, fire codes, ADA regulations, and OSHA standards. Maintains safe water standards at swimming pool recreational facilities. Maintains current electrical service to all City facilities and buildings; installs new service to meet local and national standards. Maintains current HVAC services to all City facilities and buildings; installs new service to meet local and national standards. Maintains current plumbing services to all City facilities and buildings; installs new service to meet local and national standards. Works with civic groups and organizations on special events. Performs carpentry including: rough work, form work, roofing, dry wall hanging and finishing, and office furniture repair. Paints City facilities and buildings; stains and refinishes furniture. Performs masonry work; constructs forms, levels area, grades, pours and finishes concrete surfaces; lays out and installs masonry blocks, bricks, and stone. Installs and finishes ceramic, resilient rubber, and vinyl tile projects. Stakes, lays out, and establishes elevations and required grades. Operates a variety of light to heavy equipment in the performance of the essential functions of this position. Performs other related duties as assigned. Based on the duties and responsibilities outlined in this job description, this position is considered safety sensitive.

DESIRABLE QUALIFICATIONS:
Education and Experience: High School diploma or GED; and, two to four 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 State Commercial Driver's License Knowledge of: Principles, practices, methods, tools, and materials utilized in a variety of building and grounds maintenance activities. Principles and practices of plumbing, electrical, HVAC, and carpentry. All equipment operated in the performance of the essential functions of the position. Basic swimming pool operations and 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. Use of hand and power tools and in repairing and maintaining equipment. Effectively communicating. Mental and Physical Abilities: Ability to read and interpret rough plans, schematics, and blue prints. Ability to understand and carry out verbal and written instructions, giving close attention to detail and accuracy. Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth. Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions in written, oral, diagram or schedule form. While performing the essential functions of this job the employee is frequently required to stand, walk, 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 100 pounds. Working Conditions: While performing the essential functions of this position the employee is regularly exposed to work near moving mechanical parts, work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and work with explosives. The incumbent's working conditions are typically moderately quiet to loud. Must be able to work in a very stressful environment where constructive feedback from others is encouraged. Must not pose a direct threat or significant risk of substantial harm to the safety or health of himself/herself to others. Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the City's safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel. Must maintain regular and acceptable attendance at such level as is determined in the City's sole discretion. Must be regularly available and willing to work such hours as the City determines are necessary or desirable to meet its business needs. Must be available and willing to work overtime per day or per week as the City determines is necessary or desirable to meet its business needs.

HOW TO APPLY: Submit applications online at the City of Bartlesville's website under the 'Jobs' tab. Link listed: https://www.cityofbartlesville.org/city-government/human-resources/employment-application/

Accepting Applications: From May 26, 2021 until filled.

Salary varies depending upon qualifications; salary range is $15.62 to $23.43 per hour.