

CITY OF BARTLESVILLE

MAINTENANCE WORKER—GOLF COURSE

JOB SUMMARY

Under general supervision, performs a variety of maintenance and labor duties associated with the maintenance of buildings, parks, grounds, streets, and other City-owned areas; operates a variety of equipment as assigned. Performs work in the general cleaning, maintenance and upkeep of parks, grounds, buildings, and recreational facilities; may be assigned to direct seasonal workers in absence of supervisor. Performs maintenance and preparation tasks including: cleaning park grounds and athletic facilities. Empties trash containers, sweeps parking lots and exterior walk-ways. Performs various duties in landscaping; plants, cuts, trims, rakes, digs, edges, and weeds. Prepares park facilities for special events; sets up chairs, tables, booths, stages, and tents. Provides janitorial and refuse services in City facilities including parks, restrooms and recreational facilities. Performs ground maintenance at the golf course to include: mowing, cleaning, tearing down, and rebuilding of equipment, watering greens, pouring and finishing concrete and performing preventative maintenance on equipment. Performs work in constructing, painting, repairing, or other duties associated with building maintenance, including plumbing, electrical, and concrete finishing. Maintains power tools and equipment; may perform routine maintenance. Removes snow from City grounds and streets, removes trees damaged by storms, and participates in other activities as a result of storms and natural events. Inspects and repairs playground equipment; installs new equipment. Performs general street repair and maintenance duties to include: finishing concrete and setting forms, laying asphalt, assisting patch truck operator when necessary to patch and repair streets, removing brush and limbs from catch basins, and directing traffic around construction or repair site. Performs other related duties 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 knowledge, skills and abilities required to perform the essential functions of the job. **Licenses and Certifications:** Valid Commercial Driver's License. **Knowledge of:** (depending upon area of assignment) Safe operating procedures for motorized equipment and tools. Principles and practices of grounds maintenance and landscape architecture. Principles and practices of golf course maintenance. Principles and practices of street maintenance and repairs. Principles and practices of turf maintenance. Standard business arithmetic, including percentages and decimals. Basic principles of building maintenance and repair. Basic repair and maintenance of general equipment used in building and grounds maintenance. **Skill in:** Using tact, discretion, initiative and independent judgment within established guidelines. Use of all equipment required to perform the essential functions of the job. **Mental and Physical Abilities to:** Ability to read and interpret documents such as safety rules, pesticide labels. Operation and maintenance instructions, procedure manuals, and so forth. Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy. 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, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 50 pounds. While performing the essential functions of this job the employee is frequently required to lift and/or move up to 100 pounds. **Working Conditions:** While performing the essential functions of this position the employee is frequently exposed to fumes or airborne particles, outdoor weather conditions, work near moving mechanical parts, risk of electrical shock, work near moving mechanical parts, and toxic or caustic chemicals. The incumbent's working conditions are typically loud. Working time may require irregular hours, shift times, and/or on-call status.

HOW TO APPLY: Submit Application at the City of Bartlesville Job's website. Link listed below:

<https://www.cityofbartlesville.org/city-government/human-resources/employment-application/>

Accepting applications: January 7, 2022 through January 21, 2022 or until filled.

Salary varies depending upon qualifications; salary range \$12.03-\$17.61 per hour.

AN EQUAL OPPORTUNITY EMPLOYER

City of Bartlesville

401 S. Johnstone / Bartlesville, Oklahoma 74003 / (918) 338-4221