

Class Code: 5143
EEO Code: N-06
Pay Code: OT-18

Group: Fiscal
Series: Account Clerical

CLASS TITLE: ACCOUNTING ASSISTANT

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for technical, administrative, and leadwork in an accounting area involving fiscal records maintenance, financial transactions, and other related assigned duties.

ESSENTIAL TASKS:

- Prepares or directs the preparation of schedules and reports reflecting accounting information, payroll and billing and payable activities
- Reconciles escrow bank statement, files, and transactions (in some positions)
- Plans and directs work of subordinate account clerks
- Researches and explains City financial policies to other employees and the general public
- Researches accounts and ensures funding availability for payments and disbursements
- Establishes general and subsidiary accounting records according to established account classifications and policies
- Prepares and posts various financial and contractual paperwork
- Approves payments and ensures documentation and designation codes are accurate
- Processes journal entries and balances and maintains files, records, ledgers, and related documents

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in accounting or business administration supplemented by coursework in accounting and three (3) years of related experience in maintenance of fiscal or public records and policy enforcement; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of bookkeeping principles and practices; considerable knowledge of laws, ordinances and regulations governing City financial matters; and good knowledge of modern office methods and procedures. Ability to operate computers and other office equipment; ability to plan and lead the work of account clerical and bookkeeping personnel; ability to make mathematical calculations with speed and accuracy; ability to prepare financial reports and to keep complex financial records; ability to understand and follow brief verbal and written instructions; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Skill in the operation of a computer; and skill in the use of spreadsheets and database applications.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, bending, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may be required to work occasional fluctuating hours to accommodate peak times and heavy workloads.

Effective Date: October 1, 1995

Class Code: 3598
EEO Code: E-02
Pay Code: EX-44

Group: Cultural, Legal & Sciences
Series: Parks & Recreation Management

CLASS TITLE: ADMINISTRATION MANAGER

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for management, supervision and performance of administrative functions including budget, personnel, payroll, accounting and revenue management, performance audits, records management, contracts and computer systems, and performs other related assigned duties.

ESSENTIAL TASKS:

- Communicates procedures and system support capabilities and processes to all levels of the department and trains individuals and groups on expected outcomes defined by adopted standards
- Monitors and evaluates progress and performance of individuals and work groups
- Manages development, implementation and maintenance of cost accounting systems and trains individuals and groups in their use
- Manages and supervises department's payroll/personnel system, purchasing, and accounting and revenue functions
- Manages and supervises department's administrative section clerical group and computer support analysts
- Prepares and manages administrative division's budget and department's budget
- Assists with surveys and other studies and collects information on operations and administrative problems
- Monitors and balances various financial accounts
- Analyzes results of studies and reports possible solutions
- Prepares procedure manuals and develops formal statements of improved procedures, methods, and systems of operations
- Develops requests for federal grants, manages contracts, and makes necessary reports to the Federal government and other agencies
- Acts as department's liaison with various other City departments
- Supervises management of various file systems
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business administration, public administration, accounting, finance, or a closely related field, and five (5) years of responsible administrative experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of business organization and management; considerable knowledge of data analysis, research methods and report presentations; good knowledge of personnel management, budget preparation, and accounting principles; and considerable knowledge of computer software packages and local area networks. Ability to prepare and present reports; ability to review, analyze, draw conclusions from, and present data clearly and concisely; ability to communicate effectively, both verbally and in writing; and the ability to utilize the highest level of within or outside the organization.

Physical requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, ten-key, and telephone; occasional lifting and carrying up to 20 pounds; occasional pushing and pulling up to 10 pounds; may be subject to walking, standing, sitting, reaching, bending, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Effective Date: July 1, 2000

Class Code: 2314
EEO Code: E-03
Pay Code: EX-23

Group: Clerical and Administrative
Series: General Administrative

CLASS TITLE: ADMINISTRATIVE SERVICES OFFICER I

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for complex office management and general administrative work including budget preparation and administration, departmental personnel administration, fiscal and operational records maintenance, and departmental management details; and performs other related assigned duties.

ESSENTIAL TASKS:

- Assists an executive by relieving administrative detail
- Develops and maintains records, files, and prepares reports and statements
- Prepares payment requests and purchase orders
- Answers phones and redirects calls
- Performs studies of organization, finance, and related nature
- Communicates directives of executive to others
- Assists in developing and enforcing policies and procedures
- Assists in preparation and control of budget
- Prepares department payroll
- Handles arrangements for meetings, conventions, banquets, seminars and other matters
- Represents executive in negotiating leases and other arrangements
- Acts as department's liaison with other city departments, committees and outside agencies
- Collects information and produces management reports
- Assists in researching solutions to grievances and disputes
- Plans and supervises work of clerical and fiscal assistants, custodial, field inspection and security personnel
- Prepares agendas for board and committee meetings
- Serves as secretary and authors correspondence (in some positions)
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in business or public administration or a closely related field, and two (2) years of related experience, or a bachelor's degree in business or public administration, or closely related field; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of the principles and practices of business and office administration; some knowledge of the principles and practices of supervision; ability to solve administrative problems and to be of administrative assistance to an executive in a staff or line capacity; ability to express oneself clearly and concisely, both orally and writing; ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirement: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing, and pulling up to 10 pounds; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to walking, reaching, sitting, standing, balancing, kneeling, bending, handling, feeling, climbing, smelling, and twisting; vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Effective date: July 1, 2000

CLASS TITLE: PUBLIC BUILDINGS MAINTENANCE FOREMAN

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for supervising construction, maintenance, and repair work of average difficulty in municipal facilities; and performs other related assigned duties.

ESSENTIAL TASKS:

- Plans, assigns, assists, and supervises work crews engaged in various maintenance and repair functions at municipal facilities
- Supervises the work of skilled and semiskilled workers engaged in carpentry, plumbing, electrical, mechanical, or other trades related to repair and maintenance of municipal buildings
- Monitors open accounts
- Inspects work in progress for conformance to building codes, plans, specifications, and health codes
- Designs building modifications
- Orders and maintains an inventory of supplies and materials
- Assists in the preparation of and monitors the budget
- Maintains records and prepares forms regarding inventories, employee work time, truck and equipment usage, and other administrative activities
- Maintains worksite safety and conducts safety meetings
- Instructs subordinates in work methods, the maintenance of equipment, and other related areas
- Reads blueprints, plans, and technical diagrams
- Inspects designated areas in order to note needed repairs, alterations, or new construction
- Estimates time and material costs
- Assists in preparing requisitions, job orders, and reports of work done and materials used
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in a related field and five (5) years of responsible experience in building construction, maintenance, and repair including lead or supervisory experience; or a bachelor's degree in a related field and three (3) years of responsible experience in building construction, maintenance, and repair including lead or supervisory experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of methods, practices and techniques used in the trades as applied to building and equipment maintenance; and good knowledge of standard principles, practices, methods, and techniques of carpentry, mechanical, electrical, and plumbing trades. Ability to plan, assign, coordinate, and direct the work of personnel engaged in a variety of maintenance and repair activities; ability to prepare requisitions for various types of building material; ability to read and interpret blueprints and specifications; ability to prepare estimates of time, material, and equipment costs of specific projects; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting up to 20 pounds, with occasional lifting up to 60 pounds; frequent carrying up to 50 pounds, with occasional carrying up to 60 pounds; occasional pushing and pulling up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Effective date: July 1, 2000

Group: Cultural, Legal & Sciences
Series: Parks & Recreation Management

CLASS TITLE: PARKS BUILDING AND OPERATIONS MANAGER

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for planning, administration, operational and maintenance management work in directing the Parks Department building, amenities and land maintenance and operations and performs other related assigned duties.

ESSENTIAL TASKS:

- Directs and administers the Parks Department's maintenance and operations activities
- Plans, coordinates and establishes standards for the maintenance, repairs and improvements of park facilities, amenities, turf, gardening and forestry activities
- Develops and implements plans for the efficient utilization of personnel, equipment, services and materials and provides information on resource use and work accomplishments
- Participates in the planning, development and implementation of a capital maintenance and improvements program and the planning, development and review of park facilities
- Prepares and monitors the budget for division personnel, maintenance, materials and equipment
- Directs the coordination of division activities with other departments, divisions and various individuals and groups, both public and private
- Prepares and presents proposals to the Park Board, City Council and prepares information involving department operations and activities for publication and release to the news media
- Interacts with various organizations to develop and expand partnerships and alliances to enhance resources and maintenance operations
- Develops and implements plans for the efficient utilization of personnel, equipment, services and materials, providing information on resource use and work accomplishments
- Manages resources to inspect and determine necessary maintenance or repairs to property or buildings and notifies/advises the appropriate personnel
- Monitors contracts and project scheduling for City staff and contract providers to ensure adherence to specifications
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in park and recreation or natural resource management, public administration, architecture, engineering or a closely related field and six (6) years of progressively responsible experience in the development, operation and maintenance of park and recreation facilities, amenities and grounds or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of principles and practices of park management and maintenance used in the operation, maintenance and repair of buildings; considerable knowledge of the facilities and equipment used in the construction, maintenance and operation of a park and recreation system; considerable knowledge of public administration, including budget preparation and control, purchasing and personnel management; considerable knowledge of principles and practices of horticultural, forestry and turf management activities; considerable knowledge of standard safety principles, practices and procedures, including OSHA requirements for utilities and construction functions related to grounds maintenance and recreation facilities; good knowledge of building codes as applied to all aspects of park and recreation facilities; good knowledge of building construction, site work and the common practices of construction; good knowledge of electrical, plumbing and mechanical systems; and good knowledge of construction and maintenance contracts. Ability to plan, direct and coordinate a wide variety of maintenance activities and personnel involved with a comprehensive parks and recreation program; ability to evaluate and present programs, establish goals and make effective recommendations for continuing improvements of programs and facilities; ability to read and interpret engineering plans and specifications; ability to speak effectively at a variety of functions; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and finger dexterity enough to use a keyboard and telephone; occasional carrying and pushing up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, handling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of one or more electrical, mechanical or plumbing limited journeyman's license(s) as issued by the State of Oklahoma and a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, occasionally outdoors and in inclement weather and may be subject to varying schedules to attend meetings and monitor work.

Effective date: December 20, 2011

Class Code: 7921

EEO Code: N-08

Pay Grade: LT-14

Group: Labor and Trades
Series: Unskilled and Semiskilled Labor

CLASS TITLE: CUSTODIAL WORKER II

PURPOSE OF THE CLASSIFICATION: Under general supervision performs floor care, general cleaning, and housekeeping duties, and other related assigned duties.

ESSENTIAL TASKS:

- Sweeps, mops, strips, buffs and waxes floors
- Cleans various facilities, offices and breakrooms
- Vacuums and cleans carpets
- Washes walls, doors and woodwork
- Dusts furniture and fixtures
- Cleans windows, bathroom and kitchen fixtures, glass mirrors and cases, exhibits and artwork
- Empties waste baskets
- Mows and waters grass
- Trims, waters and weeds plant beds
- Replaces light bulbs, restroom supplies and air filters
- Performs a variety of light building maintenance
- Cleans and maintains gym floors, playground equipment and spray pool
- Fills vending machines
- Removes trash from grounds
- Sweeps and hoses off walkways
- Removes graffiti
- Processes work orders
- Orders and maintains custodial supplies inventory
- Sets up/breaks down tables, chairs and other equipment for special events
- May act as a leadperson over Custodial Worker I's
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and two (2) years of experience in custodial work, including experience in tile floor and carpet care; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Refer to the Maintenance Worker/Crew Worker progression criterion document for additional requirements.

Knowledge, Abilities, and Skills: Good knowledge of cleaning materials and methods; good knowledge of the use of power floor care equipment, including buffers and carpet cleaning equipment; and good knowledge of appropriate safety requirements of the work performed. Ability to use simple hand tools and make minor repairs; ability to understand and follow verbal instructions; ability to perform work requiring good physical condition; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include frequent walking and occasional standing; occasional lifting and carrying up to 50 pounds; occasional pushing and pulling up to 60 pounds; frequent kneeling, reaching, balancing, bending, handling, feeling, and twisting; occasional climbing, and smelling; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: Some positions within this classification require possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: hazardous materials or toxic chemicals, excessive dust, damp/wet surfaces, snow/ice covered surfaces, and refuse/garbage/litter.

Effective date: June 1, 1996

Class Code: 7392
EEO Code: N-07
Pay Grade: LT-19

Group: Labor and Trades
Series: Equipment and Plant Management

CLASS TITLE: ELECTRICIAN II

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for skilled repair, design, modification, fabrication, and installation of electrical controls, electrical systems and equipment, and/or airport lighting and Navaid systems, and other related assigned duties.

ESSENTIAL TASKS:

- Designs, fabricates, installs, maintains, repairs, and troubleshoots traffic signal control cabinets, large and small, high and low voltage electric motors, electrical poles and masts, switches, cables, controllers, electronic equipment, and/or runway lighting, Navaid, and electrical distribution panels in accordance with the national electrical code
- Installs, maintains, and repairs electrical/mechanical systems at various City facilities
- Reviews submitted electrical blueprint diagrams and draws blueprints of manufactured electrical systems
- Sets up, troubleshoots, repairs, and dismantles electrical/mechanical systems and equipment at various trade shows, conventions, meetings, and sporting events
- Installs, operates, and maintains two and three-stage pumping stations of various complexity
- Assembles traffic signal heads and fittings
- Repairs, calibrates, and modifies electronically controlled systems in the field
- Troubleshoots faulty and damaged electrical and electronic equipment
- Diagnoses and repairs complex electrical and electronic systems and modifies during emergencies
- Establishes and maintains service and circuit lines
- Assists in troubleshooting, testing, and problem diagnosis of electrical controls, motors, motor starters, and Maintenance Monitor Computer (MMC)
- Maintains a 13,200 voltage distribution system
- Reports and corrects violations of the national electrical code
- Operates a variety of light and heavy automotive equipment
- Purchases major equipment and maintains inventory control of repair stock and supplies for equipment
- Makes time and cost material estimates to upgrade electrical/electronic systems
- Ensures compliance of safety practices and procedures on worksite
- Keeps various log books and records of repairs and completed tasks and processes work orders
- Inspects pump stations, reservoirs, tanks, and work performed by contractors to ensure electrical codes are met
- Uses megohmmeter, amprobe, multimeter, ground fault locator and various other electrical testing devices
- Performs preventive maintenance on all electrical systems
- Prepares various reports and maintains inventory
- May supervise and/or lead a small number of employees in same or lower classifications

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and five (5) years of progressively responsible experience in electrical construction, maintenance, or quality control assembly and diagnostic work; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Comprehensive knowledge of the standard practices, materials, tools, and equipment of the electrical trade; good knowledge of electronic circuitry and the principles, tools, and equipment used in its repair and maintenance; some positions require considerable knowledge of the installation, maintenance, repair, and testing of Airport Lighting and Navigational Aid Systems; some positions require good knowledge of computer operations; and good knowledge of occupational hazards of the electrical trade and appropriate precautionary measures. Ability to work from blueprints, diagrams, and schematics; ability to locate and repair defects in complex electrical,

mechanical, and electronic systems and equipment; ability to work with high voltages; ability to make time and material estimates; ability to perform heavy work in adverse weather conditions for prolonged periods of time; ability to climb 178 foot high storage tanks in some positions; ability to communicate with air traffic controllers using aircraft radios in some positions; ability to locate various types of airfield lighting cables using cable locators in some positions; ability to train and supervise the work of others; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Skill in the use and care of tools and equipment in the electrical field.

Physical Requirements: Physical requirements include standing and walking; frequent lifting and carrying up to 30 pounds; frequent pulling up to 60 pounds; and occasional lifting and carrying up to 68 pounds; constantly lifts/carries up to 10 pounds; occasional pushing up to 60 pounds; pulling/pushing a maximum force of 100 pounds peak; frequent balancing, bending, reaching, kneeling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a Class A Journeyman Electrician's License as issued by the City of Tulsa and the State of Oklahoma; some positions within this classification may require the possession of: a valid Class "D" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ); a valid Class "B" Commercial Driver's License (CDL); and/or a Class "A" Commercial Driver's License (CDL) with "X" endorsement; and some positions required to obtain a Level II Traffic Certificate as issued by the International Municipal Signal Association (IMSA) at first opportunity.

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: hazardous materials, animal waste/dead animals, flammable liquids, traffic, cramped work areas, suspended catwalk areas, excessive heights, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum/water/wastewater lines, rough terrains, cutting/chipping/grinding, sewage, damp/wet surfaces, snow/ice covered surfaces, insect bites, poisonous plants, overhead power lines, confined spaces, high voltages, and high noise areas; and may be required to work overtime and be on 24 hour standby.

Group: Engineering, Planning and Technical
Series: Subprofessional Engineering and Technical

CLASS TITLE: ENGINEERING TECHNICIAN II

PURPOSE OF THE CLASSIFICATION: Under general supervision performs a variety of technical engineering and surveying work and other related duties that may be assigned.

ESSENTIAL TASKS:

- Designs, drafts (using CADD), analyzes, and plans for Public Works projects in accordance with accepted standards and specifications
- Determines location, size, elevation, and grade of water and sanitary sewer lines
- Lays out improvements, including geometry
- Reviews and prepares as-built drawings of Public Works projects for computer file
- Writes and executes contracts
- Computes quantities of materials used in estimates and construction of Public Works projects
- Works with Legal Department on interpretation of legal descriptions for ownership and encroachments
- Requests and reviews surveys by utilities, consultants, and other City agencies for compliance with State of Oklahoma Minimum Standards for Surveys
- Operates various computer software, including word processing, database, Cogo, CADD, project planner and scheduler, and GIS
- Supervise data collection and data entry
- Negotiates and coordinates with utilities for location
- Enforces technical City ordinances
- Conducts field inspections, investigations, and evaluations of various projects
- Prepares preliminary cost estimates for proposed engineering projects
- Assists in preparation and report of capital budget
- Prepares project status reports
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in pre-engineering, and four (4) years of progressively responsible and varied subprofessional engineering work experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles, practices, methods, and techniques of subprofessional engineering; considerable knowledge of mathematics required to perform engineering calculations; considerable knowledge of construction techniques; good knowledge of various related software packages; good knowledge of surveying. Ability to design Public Works projects; ability to perform engineering calculations; ability to interpret and enforce technical ordinances and regulations; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing, and smelling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; possession of a Certified Technician certificate by the National Institute for Certification of Engineering Technicians must be obtained within twelve (12) months of hire in some positions; and/or registration as a Land Surveyor Intern or Professional Land Surveyor licensed by the State of Oklahoma must be obtained within twenty-four (24) months of hire in some positions.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; may be exposed to traffic, confined spaces, temperature/weather extremes and climbing hazards; and requires travel to various City locations and shift changes for assigned duties.

Effective Date: May 14, 2012

Class Code: 7451
EEO Code: N-07
Pay Grade: LT-15

Group: Labor and Trades
Series: Equipment and Plant Operations

CLASS TITLE: EQUIPMENT OPERATOR I

PURPOSE OF THE CLASSIFICATION: Under general supervision operates various trucks and other motorized equipment on a regularly designated basis, and other related assigned duties.

ESSENTIAL TASKS:

- Operates various pieces of equipment on a regularly designated basis
- Checks for proper functioning of the equipment during operation and makes needed adjustments
- Performs preventative maintenance on equipment, including operation precheck and services equipment with proper fluids and lubricants
- Operates tandem axle trucks, dump trucks, interstate mowers, winch trucks, small rollers, street sweepers, flusher trucks, refuse trucks, batwing mowers, small loaders, large bobcat/skid loaders, small backhoes, water trucks, bucket machines, HR - 15 fairway gang reel mowers, ditchers, pull behind blower and brooms, injection patchers, pavement breakers, and tractors with box blade
- Operates equipment normally assigned to a higher or lower classification
- Acts as a lead person over a small crew of workers
- Completes paperwork as necessary

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and three (3) years of experience in the operation of trucks and automotive equipment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of basic manual labor practices, methods, tools, and materials; and good knowledge of the hazards and safety precautions of the work; good knowledge of the operation and maintenance requirements of trucks and construction equipment; good knowledge of local traffic laws and regulations; good knowledge of cutting and reading survey grading stakes; good knowledge of the operation and maintenance of mechanical systems; and good knowledge of the hazards and applicable safety rules and regulations of equipment operation. Ability to operate trucks and construction equipment skillfully and safely; ability to understand and follow verbal instructions and read and follow written instructions; ability to perform heavy manual labor under any type of weather conditions; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Skill in operating and servicing heavy automotive and construction equipment.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting and carrying up to 60 pounds; occasionally lifts/carries up to 105 pounds; pushing and pulling up to 60 pounds; frequent balancing, stooping, bending, reaching, handling, climbing, smelling, and twisting; occasional kneeling, crawling, and feeling; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid Class "A" or Class "B" Commercial Driver's License (CDL) with applicable endorsements.

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather. May be exposed to the following: hazardous materials, animal waste/dead animals, flammable liquids, radiation, traffic, cramped work areas, excessive dust, weather/temperature extremes, underground gas/electric/petroleum lines, rough terrains, cutting/chipping/grinding, sewage, damp/wet surfaces, snow/ice covered surfaces, animal bites, snake bites, insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, compressed gases, high noise areas, oily surfaces, water environments, and refuse/garbage/litter.

Effective date: August 15, 2008

Class Code: 7453

EEO Code: N-07

Pay Grade: LT-17

Group: Labor and Trades
Series: Equipment and Plant Operations

CLASS TITLE: EQUIPMENT OPERATOR III

PURPOSE OF THE CLASSIFICATION: Under general supervision performs highly skilled operation of the heaviest and most complex motorized equipment on a regularly designated basis and other related assigned duties.

ESSENTIAL TASKS:

- Operates heavy and complex motorized equipment on a regularly designated basis
- Performs and oversees preventative maintenance on equipment, including operation precheck and services equipment with proper fluids and lubricants
- Instructs lower level operators in the operation of assigned equipment
- Reports need for maintenance or repairs
- Assists mechanics in repair work
- Operates 25,000 lbs. or larger track backhoes, 11 ton or larger cranes, high pressure sewer cleaners (25,000 6VW or larger), asphalt lay down machines, dozers - 80 HP and up, gradalls, screeds, snow blowers utilizing safety measures and proper operation procedures
- Performs operation of these pieces of equipment where high precision and close tolerances are required
- Acts regularly as a working lead person over the work of other operators and helpers
- Operates equipment assigned to a lower classification
- Requires servicing heavy construction, automotive and mechanical systems utilizing specialized equipment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and four (4) years of experience in the operation of heavy trucks and construction equipment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Successfully complete the Heavy Equipment Operator Phase I, II and III classes offered by the City of Tulsa Safety/Training section or equivalent experience and training.

Knowledge, Abilities, and Skills: Considerable knowledge of the principles and practices of operating and servicing heavy construction, automotive equipment and mechanical systems; considerable knowledge of the occupational hazards involved and the safety precautions necessary for the proper operation of heavy equipment; and considerable knowledge of the traffic laws and regulations governing heavy automotive equipment operation. Ability to excavate and grade to rough and finish grades; ability to understand and follow verbal instructions and read and follow written instructions; ability to perform heavy manual labor under any type of weather conditions; ability to lead the work of other operators and helpers; ability to operate specialized equipment to include welding equipment in some positions; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Considerable skill in operating and servicing heavy construction and automotive equipment and mechanical systems.

Physical Requirements: Physical requirements include occasional walking and standing; frequent lifts/carries up to 60 pounds, occasional lifts/carries up to 105 pounds, frequent pushing up to 5 pounds; occasional pushing up to 50 pounds; occasional pulling up to up to 60 pounds; frequent balancing, stooping, reaching, handling, climbing, smelling, and twisting, occasional kneeling, bending and feeling; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "A" Commercial Driver's License (CDL) with applicable endorsements; some positions within this classification may require an appropriate water/wastewater license as issued by the Department of Environmental Quality (DEQ).

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, traffic, cramped work area, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum lines, rough terrains, cutting/chipping/grinding, hazardous/toxic atmospheres, sewage, damp/wet surfaces, snow/ice covered surfaces, insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, confined spaces, high noise areas, oily surfaces, and water environments.

Effective date: August 29, 2011

CLASS TITLE: GARDENER I

PURPOSE OF THE CLASSIFICATION: Under general supervision performs semiskilled and skilled gardening work in the care and propagation of ornamental plant collections and landscapes, and other related assigned duties.

ESSENTIAL TASKS:

- Plants exterior and interior seasonal and ornamental plant displays and performs related maintenance such as watering, weeding, fertilizing, pruning and trimming, and landscape construction
- Applies fertilizers, pesticides, and chemicals to seasonal and ornamental plant displays, aquatic environments, turf grasses, and plants inside greenhouses
- Establishes, mows, trims, and edges turf
- Propagates and maintains annuals, bulbs, floral display crops, perennials, tropical plants, aquatics, shrubs, and trees by seed, cuttings, or division in a greenhouse
- Operates and maintains a variety of light and heavy automotive equipment
- Repairs outdoor irrigation systems and greenhouse mist systems
- Operates and maintains ornamental fountains and pumps
- Writes daily reports and maintains records and logs as required
- Performs minor carpentry and facility repairs and cleanup
- Monitors and feeds waterfowl at Swan Lake Park
- Sets up and maintains plant displays for special events

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and two (2) years of experience in skilled gardening work, including experience in greenhouse, nursery, or ornamental landscape maintenance; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Refer to the Gardener Progression Criterion Document for additional requirements.

Knowledge, Abilities, and Skills: Some knowledge of the common varieties of annuals, perennials, and ornamental shrubs and trees used in landscaping; some knowledge of the methods of applying fertilizers and pesticides, and common pests and diseases; some knowledge of proper pruning practices for trees and flowering shrubs; some knowledge of the common methods and practices for establishing and maintaining turf grass; some knowledge of the methods of propagating and maintaining plants by seed, cutting, or division in a greenhouse operation; and some knowledge of the safety requirements of the work performed. Ability to understand and follow written and verbal instructions; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Skill in the operation of light to heavy automotive equipment, and in the use of pertinent tools and power equipment.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting up to 60 pounds; occasional carrying up to 50 pounds; occasional pushing up to 50 pounds; frequent bending, kneeling, handling, reaching, balancing, crawling, feeling, climbing, smelling, twisting, and talking; and vision, speech and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a Service Technician Identification; must obtain a valid Class "B" Commercial Driver's License (CDL) within 90 days of hire; and some positions may also require either an "H" or "X" endorsement.

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: heights more than 15 ft, hazardous materials, flammable liquids, excessive dust, confined spaces, high noises, weather/temperature extremes, rough terrains, cutting/chipping/grinding, damp/wet surfaces, snow/ice-covered surfaces, insect bites, poisonous plants, snake bites, overhead power lines, toxic fumes/vapors/odors, and refuse/garbage/litter/animal waste.

Class Code: 7972

EEO Code: N-07

Pay Grade: LT-15

Group: Labor and Trades

Series: Unskilled and Semiskilled Labor

CLASS TITLE: GARDENER II

PURPOSE OF THE CLASSIFICATION: Under general supervision performs semiskilled and skilled gardening work in the care and propagation of ornamental plant collections and landscapes, and other related assigned duties.

ESSENTIAL TASKS:

- Plants exterior and interior seasonal and ornamental plant displays and performs related maintenance such as watering, weeding, mulching, fertilizing, pruning and trimming, and landscape construction
- Inspects for and identifies pests and diseases on exterior and interior plants
- Mixes and applies (restricted use) pesticides, fertilizers, and chemicals to seasonal and ornamental plant displays, aquatic environments, turf grasses, and plants inside greenhouses according to state and federal regulations
- Establishes, mows, trims, and edges turf
- Propagates and maintains annuals, bulbs, floral display crops, perennials, tropical plants, aquatics, shrubs, and trees by seed, cuttings, or division in a greenhouse
- Operates and maintains a variety of light and heavy automotive equipment
- Operates, adjusts, and repairs automatic irrigation systems
- Operates and maintains ornamental fountains and pumps
- Writes daily reports and other work or project reports as necessary
- Maintains records and logs and takes inventories as directed
- Acts as lead man, Gardener III, or Horticulture Technician in absence of supervisor
- Researches, sets up and maintains plant displays for special events or exhibits
- Monitors and feeds waterfowl at Swan Lake Park

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), supplemented by **three (3)** hours of accredited horticultural related coursework and one (1) year of experience as a Gardener I with the City of Tulsa; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Refer to the Gardener Progression Criterion Document for additional requirements.

Knowledge, Abilities, and Skills: Good knowledge of the common varieties of annuals, perennials, ornamental grasses, shrubs and native trees, bulbs, tropical and aquatic plants and the cultural requirements of the same; good knowledge of the cultural requirements for establishing and maintaining turf grass; good knowledge of proper pruning practices for deciduous and evergreen trees and flowering shrubs; good knowledge of the methods of propagating plants by seed, cutting, or division for annuals, perennials, floral display crops, tropical plants, shrubs, trees, and aquatic plants and the cultural requirements for the same; some knowledge of City purchasing practices and procedures; and good knowledge of the safety regulations and requirements of the work performed. Ability to identify common varieties of annuals, perennials, ornamental grasses, shrubs and native trees, bulbs, and tropical and aquatic plants; ability to identify pests and diseases common to ornamental landscapes and greenhouse crops and familiarity with common chemicals used for prevention and control; ability to calibrate spray equipment and rotary-type spreaders; ability to write clearly and legibly; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting up to 60 pounds; occasional carrying up to 60 pounds; frequent bending, kneeling, handling, reaching, balancing, crawling, feeling, climbing, smelling, twisting, and talking; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Class "B" Commercial Driver's License (CDL) with some positions requiring either a "X" and/or "H" endorsements within 90 days of date of hire; possession of an Oklahoma State Department of Agriculture Certified Applicator's Permit in the Ornamental and Turf Category; and some positions may require a permit in the Right of Way and/or Aquatics categories.

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: heights over 15 feet, hazardous materials, flammable liquids, traffic, excessive dust, weather/extreme temperatures, rough terrains, cutting/chipping/grinding, damp/wet surfaces, snow/ice covered surfaces, insect bites, poisonous plants, snake bites, overhead power lines, toxic fumes/vapors/odors, confined space, high noises, and refuse/garbage/litter/animal waste.

Effective date: March 10, 2005

CLASS TITLE: GARDENER III

PURPOSE OF THE CLASSIFICATION: Under general supervision performs skilled gardening and technical work and acts as a working lead person over a small crew involved in the care and maintenance/propagation of plants, shrubs, grasses, and trees in an indoor/outdoor environment or facility; and performs other related assigned duties.

ESSENTIAL TASKS:

- Performs general and specific plant maintenance to permanent and seasonal ornamental plant displays, including watering, weeding, planting, fertilizing, mulching, pruning, trimming, turf grass establishment, and landscape construction
- May supervise and participate in the work of a crew in the care, propagation and cultivation of ornamental plants, grasses, shrubs, trees, bulbs, aquatic plants and native plants inside greenhouses and in outdoor production facilities to meet the Department's beautification goals
- Determines maintenance schedules and assigns, instructs, leads, and reviews the work of a crew of employees
- Inspects for, identifies, and makes technical decisions in the determination of the appropriate timing and control methods of pests, diseases, physical environment, and cultural practices to prevent problems/enhance production on interior and exterior ornamental plantings
- Calibrates spray equipment, mixes and applies pesticides (including restricted use types), fertilizers, and chemicals to seasonal and permanent ornamental plant displays, turf grasses, aquatic environments, and inside a greenhouse environment, and/or instructs others in their use and application
- Estimates materials, equipment, tools, and supply requirements for maintenance schedules and projects
- Maintains a variety of record and log use of materials and supplies, orders and issues materials and supplies, and writes various reports
- Researches and evaluates new tools and equipment, horticultural practices and methods, pesticides, fertilizers, water quality, and evaluates greenhouses/park physical environments as related to responsibilities
- Operates and maintains a variety of light and heavy equipment (including automotive), tools, machinery, and specialized facility systems relating to greenhouses and/or tree nurseries
- Maintains and performs minor repairs to irrigation systems, fountains, pools, and small lakes
- Performs special event setups
- Conducts routine safety inspections of the grounds, gardens, and park areas
- Trains other personnel in the care and propagation of ornamental plants and horticultural techniques
- May direct and plan production and care of plants within a greenhouse and/or tree nursery operation

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in horticulture, arboriculture, botany, or a closely related field; and two (2) years experience in ornamental gardening work, including supervisory experience in greenhouse, nursery, or landscaping work; or possession of a two (2) year vocational technical certificate in horticulture/landscape and floral design, and two (2) years experience in ornamental gardening work, including supervisory experience in greenhouse, nursery, or landscaping work; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of landscaping principles and practices; good knowledge of the common varieties of turf, plants and trees used in landscape work and the methods of eradicating and preventing associated diseases and pests; good knowledge of the methods of seeding, propagating, cultivating, fertilizing, pruning, spraying, and otherwise caring for plants and trees in external landscapes or greenhouse/nursery operations; and good knowledge of the safety requirements of the work performed. Ability to plan, lead, and provide technical direction to other employees; ability to write clearly and legibly; ability to calculate rates of chemical application and calibrate equipment; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting up to 60 pounds; occasional carrying up to 50 pounds; frequent bending, kneeling, handling, reaching, balancing, crawling, feeling, climbing, smelling, twisting, and talking; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Class "B" Commercial Driver's License (CDL) with some positions requiring either a "X" and/or "H" endorsements within 90 days of date of hire; possession of an Oklahoma State Department of Agriculture Certified Applicator's Permit in the Ornamental and Turf Category; and some positions may require a permit in the Right of Way and/or Aquatics categories.

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, traffic, excessive dust, weather/extreme temperatures, rough terrains, cutting/chipping/grinding, damp/wet surfaces, snow/ice covered surfaces, insect bites, poisonous plants, snake bites, overhead power lines, toxic fumes/vapors/odors, confined space, high noises, and refuse/garbage/litter/animal waste.

Effective date: February 13, 1997

CLASS TITLE: HORTICULTURIST II

PURPOSE OF THE CLASSIFICATION: Under direction performs responsible technical and supervisory work in directing the activities of the horticulture division within the Parks and Recreation Department, and other related assigned duties.

ESSENTIAL TASKS:

- Manages and directs the work of subordinate personnel engaged in a variety of horticulture functions
- Plans and designs landscape and seasonal floral displays for public facilities and highly specialize parks which include: Woodward Park, Swan Lake, Tracy Park, Gilcrease Museum, and Creek Nation Council Oak Park
- Communicates and coordinates with support groups and individuals to initiate park improvements with private funds
- Recommends priorities and specifications for capital maintenance and improvements in Horticulture section parks and the Tulsa Garden Center
- Reads blueprints
- Prepares and monitors the annual budget for the Horticulture section and determines annual capital equipment priorities
- Gives lectures and presentations on a wide variety of horticulture subjects and conducts tours and educational training for civic organizations, plant societies, and horticulture students and staff
- Coordinates park projects with Park department, Public Works, outside contractors, architects, and planners
- Monitors project progress and evaluates projects upon completion
- Completes various reports and maintains a variety of records
- Writes specifications for contractual maintenance and services
- Trains and evaluates employees
- Responds to inquiries from the public for answers to horticulture questions
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in horticulture, botany, or closely related field, and four (4) years of responsible horticulture experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the materials, practices, and techniques of the horticulture field; considerable knowledge of fertilizers and soils, plant diseases and pests, and disease and pest control; considerable knowledge of greenhouse/nursery production facilities, plant propagation methods, and floral crop production; comprehensive knowledge of the cultural requirements for exterior and interior plants, including: native and ornamental trees, shrubs, grasses, groundcovers, annuals, perennials, wildflowers, aquatic plants, tropical foliage plants, and turf grasses; and good knowledge of land management and conservation practices. Ability to plan, coordinate, and supervise the work of subordinates engaged in a variety of horticulture work; ability to speak effectively to groups and organizations concerning the field of horticulture; ability to evaluate the horticulture program and to make sound suggestions for its continual improvement; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting up to 20 pounds; occasional carrying up to 10 pounds; occasional pushing up to 5 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certification: Possession of a Certified Applicator's Permit in the Ornamental and Turf category as issued by the Oklahoma Department of Agriculture.

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather, and occasionally indoors in an office setting; and requires frequent travel to various park locations for planning and inspections.

CLASS TITLE: HORTICULTURE/ARBORICULTURE TECHNICIAN I

PURPOSE OF THE CLASSIFICATION: Under general direction supervises a small crew and participates in a variety of tasks involving the planning, design, care, and maintenance of ornamental plants, grasses, shrubs, and trees, and other related assigned duties.

ESSENTIAL TASKS:

- Supervises and participates in the work of a small crew in the care, maintenance, planting, trimming, and cultivation of ornamental plants, grasses, shrubs, trees, bulbs, aquatic plants and native plants in outdoor/indoor landscapes and nursery operations
- Plans and designs displays and estimates materials and requirements for indoor/outdoor display areas
- Makes technical decisions in determination of plant diseases, pests, physical environment and selection of appropriate pesticide and fertilizer applications, and cultural practices
- Trains other personnel in the care and propagation of ornamental plants and horticultural techniques, woody plants and arboricultural techniques, and safety policies and procedures
- Conducts performance planning and review of employees
- Orders, records, and issues plants, materials, tools, and equipment
- Directs use and maintains various types of equipment and facilities relating to tree nurseries and specialized landscaped areas
- Maintains a variety of records and prepares and writes reports as necessary
- Operates and maintains various types of light to heavy automotive equipment and power equipment
- Develops and implements programs and schedules for pest control, landscape and tree maintenance, wildlife habitat, and plant displays
- Monitors and inspects various City facilities and reports problems or takes appropriate action

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college with a associate's degree in horticulture/arboriculture, botany, landscape design, or a closely related field, and three (3) years of experience in a related horticulture/arboriculture field with at least one (1) year of lead experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of the materials, practices, and techniques of the horticulture/arboriculture field; good knowledge of soils, pesticides, fertilizers and their use; good knowledge of the care of ornamental and native plants, shrubs, and trees in nursery and landscape areas; good knowledge of mathematics for equipment calibration and calculating rates of chemical applications; and good knowledge of landscaping principles and practices. Ability to plan and supervise a variety of work in the field of horticulture/arboriculture; ability to provide technical direction in the maintenance of trees, grounds and facilities relating to arboriculture, landscaping, and nursery operations; ability to climb trees using appropriate safety gear and practices; and the ability to understand and influence the behaviors of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Basic skills required computer experience demonstrating use of appropriate software packages.

Physical Requirements: Physical requirements include frequent walking and standing; occasional lifting, carrying, pushing and pulling up to 60 pounds; frequent balancing, bending, handling, feeling, and smelling; occasional reaching, kneeling, crawling, climbing, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Class "B" Commercial Driver's License (CDL) with an "X" or airbrakes endorsement ("X" endorsement may be obtained within 90 days of date of hire); possession of Oklahoma State Department of Agriculture Certified Applicator's Permit in the Ornamental and Turf Category; may also require permits in the Aquatics and/or Forest Categories; and some positions may require certification in the International Society of Arboriculture as a Certified Arborist.

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, and in inclement weather, working in and around ponds and an urban lake; and may be exposed to the following: hazardous materials, flammable liquids, traffic, excessive dust, weather/temperature extremes, rough terrain, cutting/chipping/grinding, damp/wet surfaces, snow/ice covered surfaces, insect bites, poisonous plants, toxic fumes/vapors/odors, high noises, confined spaces, extreme heights and refuse/garbage/litter.

Effective Date: April 11, 2002

Class Code: 3763
EEO Code: N-02
Pay Code: AT-23

Group: Cultural, Legal and Sciences
Series: Science

CLASS TITLE: INTERPRETIVE NATURALIST I

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for scientific and instructional work involving the preparation and presentation of nature programs and other related assigned duties.

ESSENTIAL TASKS:

- Prepares and presents a variety of interpretive natural history and nature programs at the Oxley Nature Center
- Maintains various facilities and exhibits
- Prepares descriptive program materials and displays
- Develops and maintains trails and grounds associated with the Nature Center
- Trains, directs and participates in the work of volunteers, classes for teachers, school groups, interest groups and the general public
- Organizes and leads nature trips to special environments outside the Nature Center reserve
- Performs various clerical duties
- Leads Junior Naturalists groups
- Prepares study skins
- Performs various other duties as assigned

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in park interpretation, wildlife management, natural sciences or a closely related field; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of the fields of park and natural history interpretation; and some knowledge of program development as relates to Nature Center operations. Ability to instruct others in the interpretive concepts of indoor/outdoor exhibits; ability to make presentations concerning natural history and nature programs to diverse audiences; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing and pulling up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather and indoors; may work rotating shifts, including some weekends.

Effective Date: May 8, 2003

Class Code: 3764
EEO Code: N-02
Pay Code: AT-28

Group: Cultural, Legal and Sciences
Series: Sciences

CLASS TITLE: INTERPRETIVE NATURALIST II

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for scientific, instructional and supervisory work involving the preparation, coordination and presentation of interpretive nature programs in providing environmental education; and other related assigned duties.

ESSENTIAL TASKS:

- Plans, prepares, coordinates and presents a variety of interpretive natural history and nature programs at the Oxley Nature Center
- Supervises and participates in the training of volunteers, seasonal employees and interns working with interpretive nature programs
- Coordinates and recruits volunteers from local interest groups and the general community
- Directs Interpretive Naturalist I's in work involving exhibits, trails, grounds and presentation of programs
- Develops programs, new curricula, instructional aids and materials relating to the nature center
- Designs new exhibits and publications
- Develops and maintains nature center website
- Conducts/attends safety training programs
- Maintains various exhibits
- Conducts environmental research in conjunction with program and materials development
- Performs various clerical duties
- Maintains equipment and facilities
- Manages school program, providing instruction and field trips for teachers and classes

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in park interpretation, wildlife management, natural sciences or a closely related field; and one (1) year of related experience or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the fields of park and natural history interpretation; and good knowledge of program development and recruitment of volunteers for interpretive nature programming. Ability to plan, coordinate, and develop indoor and outdoor interpretive presentations; ability to supervise and direct others in various areas of nature center programming; ability to make interesting verbal presentations concerning natural history and nature programs to diverse audiences; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; may be subject to extended periods of walking; reaching, handling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally outdoors and in inclement weather; may work rotating shifts, including some weekends.

Effective Date: May 8, 2003

CLASS TITLE: MAINTENANCE MECHANIC I

PURPOSE OF THE CLASSIFICATION: Under general supervision responsible for semiskilled to skilled maintenance work involving the operation, installation and maintenance of various mechanical systems, including HVAC, plumbing, filtration, electrical and irrigation systems and related facilities as applicable, and other related assigned duties.

ESSENTIAL TASKS:

- Performs semiskilled to skilled pipe fitting, welding, carpentry, electrical, plumbing, and painting required in the maintenance of public facilities and services
- Performs electrical, plumbing, carpentry and mechanical repairs
- Scrapes, strips, sands, putties, primes, paints, stains, varnishes, plasters, drywalls and glazes in some positions
- Acts as a working lead person over a small group of workers engaged in various construction and repair activities
- Services lighting systems
- Operates and maintains HVAC control system
- Operates and maintains computerized chemical monitoring and injection systems
- Performs repair activities on water lines, drainage lines, conveyor equipment, concrete and asphalt areas, pumping equipment, motors and other specialty trade work
- Maintains, repairs and operates a variety of automotive equipment, hand tools and some heavy equipment common to the skilled trades
- Repairs door closures and locks
- Cleans and maintains building, building grounds and work areas
- Locates water leaks using various types of equipment
- Repairs water meter leaks
- Performs water sample testing
- Turns customer service on and off
- Operates fire hydrants
- Reads and interprets water atlas
- Maintains lift station facilities
- Cleans wet wells and debris basket
- Troubleshoots and repairs motors, pumps, fences and other lift station equipment
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and three (3) years of work experience in construction and maintenance work; some positions within this classification require training in the operation of HVAC, plumbing, filtration, electrical and irrigation systems and control methods and at least one (1) year of operating experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Refer to the Mechanical Utility Worker progression criterion document for additional requirements.

Knowledge, Abilities, and Skills: Good knowledge of the materials, methods, tools and techniques commonly used in the repair and maintenance of various public facilities and services; good knowledge of general plumbing, filtration, electrical, HVAC, irrigation and building maintenance work; good knowledge of the hazards and safety precautions of the work; some knowledge of computer operations to effect communications and work order systems; and some knowledge of chemistry and water quality issues. Ability to lead a small crew performing a variety of maintenance or construction tasks; ability to read and follow written instructions; ability to understand and follow verbal instructions; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifts/carries up to 20 pounds with occasional lifting up to 80 pounds; occasionally carries/lifts up to 80 pounds; constantly lifts/carries up to 10 pounds; occasional pulling up to 10 pounds; frequent balancing, kneeling, bending, handling, feeling, climbing, smelling and twisting; occasional crawling and reaching; and vision, speech and hearing sufficient to perform essential tasks.

Licenses and Certificates: Some positions within this classification may require: possession of a valid Class "D" Operator's License, a valid Class "A" Commercial Driver's License (CDL) with "X" endorsement and a 3rd Class Stationary Engineer License; and some positions within this classification require Certified Pool Operator Certification.

WORKING ENVIRONMENT: Working environment is either primarily outdoors or indoors depending on the position. May be exposed to the following: hazardous materials, cramped work areas, excessive dust, weather/temperature extremes, underground gas/electric/petroleum lines, cutting/chipping/grinding, sewage, damp/wet surfaces, snow/ice covered surfaces, insect bites, snake bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, compressed gases and high noise areas.

Effective date: August 15, 2008

Class Code: 7363
EEO Code: N-07
Pay Grade: LT-18

Group: Labor and Trades
Series: Equipment and Plant Maintenance

CLASS TITLE: MAINTENANCE MECHANIC III

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for highly skilled maintenance, installation and repair of complex electrical, mechanical and material or fluid transfer systems; and performs other related assigned duties.

ESSENTIAL TASKS: (All Departments)

- Performs lead work and participates with several small work groups engaged in a wide variety of planned and scheduled maintenance and renovation activities
- Performs specialized electrical, pipe fitting, hydraulic and stationary mechanical repairs at a highly skilled level
- Determines supplies and materials required and directs materials and equipment
- Repairs valves, switches, circuitry, switchboards, gears, starters and complex controllers
- Trains staff in proper repair techniques and materials for various facilities
- Repairs large water and grit pumps, generators, motors, compressors and internal combustion engines
- Operates, maintains, directs, and trains others in the use and maintenance of a variety of medium to heavy automotive equipment and power cranes
- Repairs parts, reassembles components and installs into system
- Performs complex diagnosis and repair in adverse working conditions
- Establishes contacts and maintains good relations with the public and other employees
- Maintains worksite safety and completes all related paperwork
- Updates construction project blueprints with field modifications and changes
- Reports to work on a regular and timely basis

In addition to the above tasks, the following tasks may be required by the individual departments.

Airports

- Performs timely troubleshooting and repairs to computer operated complex electromechanical systems, including large conveyor, passenger loading bridges and power/security access control systems, plus a variety of PLC operated equipment
- Maintains and repairs waste grinder

Water and Sewer

- Maintains and repairs water lines, valves and hydrants
- Performs repair work on diesel and natural gas generators up to 1000 kilowatt, 1500 horsepower
- Performs lab tests on raw and treated water
- Operates and maintains a variety of light to heavy automotive equipment, hand/power tools and equipment
- Oversees care and development of landscaped areas, including directing crews in trimming and removal of shrubs and trees
- Directs a wide variety of building and facility maintenance and renovation including roofing, painting, expansion, re-decoration and floor repair
- Assists electronic technician and electrician installing hardware/sensors to engines/generator controllers and troubleshooting problems
- Inspects generators, automobiles and trucks to locate and determine the extent of needed repairs and safety condition utilizing test equipment and submitting completed monthly work orders
- Performs tune ups and repair work on gasoline and diesel engines, transmissions/drive trains and systems such as heating and cooling/air brake/differential/exhaust/ignition/injection and standard fuel
- Performs skilled repairs, pipe fitting, welding, carpentry, electrical, plumbing and painting as required in the operations/maintenance of wastewater and storm water lift station facilities and directs workers in semiskilled carpentry, plumbing, asphalt, masonry, welding, mechanical and electrical work

Park & Recreation

- Performs computer work utilizing various software to track cost and monitor chemicals
- Directs workers in semiskilled irrigation systems, water playground and swimming pool repair and maintenance

Fire

- Oversees the maintenance and repair of respiratory equipment, nozzles and valves, tools, breathing air compressors, cascade systems and various other fire-related equipment
- Performs field service maintenance and repairs to various tools and equipment as needed
- Responds to emergency scenes to provide logistical support as needed
- Drives and operates fuel delivery truck
- Occasionally drives fire apparatus, passenger bus, truck and trailer and similar equipment
- Provides instruction on the care and use of respirators and breathing air compressors

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and five (5) years of increasingly responsible skilled mechanical maintenance, including three (3) years of experience in the repair, maintenance and installation of large electrical motors, controls and complex mechanical systems; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Considerable knowledge of electrical motors and controls and of proper methods of repair and maintenance, including materials handling systems and in some positions water piping repair techniques and procedures; considerable knowledge of the safety requirements of the work performed; and some knowledge of computers to operate motors/pumps and control systems. Ability to make inspections to determine operating condition and needed repairs of mechanical equipment and to make such repairs expediently so as to cause minimal disturbance to operating schedules; ability to make estimates of labor and materials required to repair, maintain, and service electrical and mechanical units and related equipment; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding. Applicant must possess skill in widely varied electrical and mechanical installation, repair and maintenance.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifts/carries up to 20 pounds with occasional lifts/carries up to 80 pounds; constantly lifts/carries up to 10 pounds; occasional pushing and pulling up to 60 pounds; frequent reaching, balancing, kneeling, bending, handling, feeling, climbing, smelling and twisting; occasional crawling; and vision, speech and hearing sufficient to perform essential tasks. Some positions within this classification may require sitting, use of magnification and good hand-eye coordination.

Licenses and Certificates: Some positions within this classification may require: possession of a valid Oklahoma Class "D" Operator's License; an appropriate water/wastewater license as issued by the Department of Environmental Quality (DEQ); a Class "A or B" Commercial Driver's License (CDL) with applicable endorsements; Pool and Spa Operator's Certification; and technical certification on breathing apparatus, nozzles, fire equipment tools, electrical equipment, including both AC and DC voltage at first opportunity.

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, cramped work areas, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum lines, rough terrains, cutting/chipping/grinding, hazardous/toxic atmospheres, sewage, damp/wet surfaces, snow/ice covered surfaces, insect bites, poisonous plants, toxic fumes/vapors/odors, confined spaces, compressed gases, high noise areas; and may be required to work overtime and be on 24 hour standby.

Class Code: 7383

EEO Code: N-07

Pay Grade: LT-19

Group: Labor and Trades

Series: Equipment and Plant Management

CLASS TITLE: MECHANIC III

PURPOSE OF THE CLASSIFICATION: Under general supervision performs highly skilled maintenance and repair work on a variety of complex types of automotive and related equipment, and other related assigned duties.

ESSENTIAL TASKS:

- Inspects all types of automotive and related mechanical equipment to determine the extent of needed repairs and safety condition
- Performs complete overhaul, tune up, and repair work on gasoline and diesel engines, manual and automatic transmissions, drive trains, climate control systems, differentials, suspensions, exhaust systems, fuel systems, and ignition systems
- Performs scheduled maintenance and repairs of automotive equipment
- Operates test equipment
- Effects repairs and alterations of complex electrical and electronic systems
- Performs installation, maintenance, and repairs to hydraulic systems
- Estimates time and material costs
- Orders parts, supplies, and equipment and maintains stock
- Directs the work of lower level Automotive Mechanics and Automotive Servicers as a working lead person
- Operates and repairs a variety of light to heavy specialized automotive equipment
- Completes related paperwork
- Attends shop and training sessions
- Maintains facility, shop equipment, and work area
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and five (5) years of experience in automotive mechanics, including three (3) years at the Mechanic II level; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Considerable knowledge of modern methods, tools, and equipment of the automotive trade; considerable knowledge of the operating principles and mechanics of internal combustion engines; good knowledge of hydraulic equipment systems and electronic controls; and considerable knowledge of the occupational hazards and safety precautions of the trade. Ability to perform heavy manual labor in rather inaccessible spaces; ability to maintain time and material records; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Skill in the care and use of hand tools and machine equipment used in the automotive and mechanical trade; and skill in locating and repairing mechanical, hydraulic, and electrical defects in automotive and related mechanical equipment.

Physical Requirements: Physical requirements include standing and walking; frequent lifting, carrying, pushing, and pulling up to 50 pounds, occasional lifting, carrying, pushing, and pulling up to 60 pounds; frequent balancing, kneeling, bending, reaching, handling, feeling, smelling, and twisting; occasional crawling, and climbing; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "A" Commercial Driver's License (CDL); and/or a State Inspector's License; some positions within this classification will be required to possess an Air Conditioner Repair License.

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally outdoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, traffic, cramped work areas, excessive dust, weather/temperature extremes, cutting/chipping/grinding, damp/wet surfaces, snow/ice covered surfaces, insect bites, toxic fumes/vapors/odors, confined spaces, compressed gases, and high noise areas.

Effective date: June 1, 1996

Class Code: 7375
EEO Code: N-07
Pay Grade: LT-19

Group: Labor and Trades
Series: Equipment and Plant Management

CLASS TITLE: MECHANICAL JOURNEYMAN

PURPOSE OF THE CLASSIFICATION: Under general supervision performs skilled maintenance, repair, and installation of mechanical systems at the journeyman level, and other related assigned duties.

ESSENTIAL TASKS:

- Designs and installs new mechanical systems including heating and cooling systems and a variety of complex mechanical components
- Repairs and maintains existing facilities
- Repairs pipes, valves, compressors, vents, drains and other related mechanical systems
- Installs new gas service and performs repairs on existing gas lines
- Makes estimates of material, time and labor necessary to complete jobs
- Monitors parts inventory and maintains truck inventory
- Performs preventive maintenance on all mechanical systems
- Supervises a crew of maintenance employees as needed

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and five (5) years experience in mechanical systems repair at the journeyman level; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of heating and cooling equipment, material, tools, and their suitability for different types of applications; good knowledge of control wiring; good knowledge of the City's mechanical codes; and good knowledge of the safety requirements of the work performed. Ability to work from blueprints, plans, and electrical schematics; ability to direct a small number of helpers; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Skill in the maintenance, repair, and installation of a variety of heating and cooling units and systems.

Physical Requirements: Physical requirements include standing and walking; frequent lifting up to 20 pounds and pulling up to 50 pounds, occasional pulling up to 20 pounds, carrying up to 60 pounds, and lifting and pushing up to 60 pounds, frequent balancing, bending, kneeling, reaching, feeling, climbing, smelling, and twisting and occasional crawling; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a First Class Mechanical Journeyman License as issued by the City of Tulsa and the State of Oklahoma; some positions will be required to obtain a valid Class "D" or "B" Commercial Driver's License (CDL), and/or a Department of Environmental Quality (DEQ) Class "D" Water Operator's License, and/or an EPA/CFC certification (chlorofluorocarbon) in addition to a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, cramped work areas, excessive dust, weather/temperature extremes, underground gas/electric/petroleum/water/wastewater lines, cutting/chipping/grinding, damp/wet surfaces, snow/ice covered surfaces, insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, compressed gases, high noise areas, and oily surfaces.

Effective date: June 1, 1996

Class Code: 3766
EEO Code: N-02
Pay Code: AT-28

Group: Cultural, Legal and Sciences
Series: Sciences

CLASS TITLE: NATURAL RESOURCES COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for scientific and instructional work involving the preparation, coordination and presentation of interpretive nature programs; and developing and coordinating a resource management master plan for the nature centers; and other related assigned duties.

ESSENTIAL TASKS:

- Develops, designs and presents interpretive nature programs
- Researches and develops long range resource management plans
- Trains crews in proper habitat restoration methods
- Monitors budget for resource management projects
- Supervises resource management projects, prescribed burns and related activities
- Recruits and trains resource management crews
- Monitors environmental health of 1000 acres of natural area
- Mitigates environmental and physical damage at two nature centers
- Manages complex permit process associated with management projects
- Plans and performs physical improvements related to visitor safety
- Writes and publishes newsletters, articles and training materials
- Maintains good public relations interacting with center visitors
- Acts as curator to research collections
- Creates and maintains database related to resource management duties

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in park interpretation, wildlife management, natural sciences or a closely related field; and one (1) year of experience in a nature related work environment; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the fields of park and natural history interpretation; good knowledge of program development for interpretive nature programming; good knowledge of researching procedures to maintain existing natural habitats; good knowledge of the methods of controlling invasive exotic species and reintroducing extirpated native species; and good knowledge of the safety requirements of the work performed. Ability to plan, coordinate and develop indoor and outdoor interpretive presentations; ability to supervise and direct others in various areas of nature center programming; ability to recruit and train volunteers assisting with management projects; ability to make interesting verbal presentations concerning natural history and nature programs to diverse audiences; ability to create and produce public relations materials; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent carrying up to 60 pounds or more; frequent lifting and pulling up to 20 pounds; and occasionally up to 60 pounds or more; may be subject to extended periods of walking, standing, reaching, handling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and may be required to obtain an Oklahoma State Agriculture Department non-commercial Pesticide/Herbicide applicator's permit.

WORKING ENVIRONMENT: Working environment is both indoors and outdoors and in inclement weather; works rotating shifts, including weekends and some holidays; and some overtime is required.

Effective Date: May 8, 2003

Class Code: 2175
EEO Code: N-06
Pay Code: OT-18

Group: Clerical and Administrative
Series: Clerical and Secretarial

CLASS TITLE: OFFICE ADMINISTRATOR- LEVEL II

PURPOSE OF THE CLASSIFICATION: Under general supervision performs administrative or clerical duties requiring specialized skills and in-depth knowledge of job-related aspects of the organization and other related assigned duties.

ESSENTIAL TASKS:

- Utilizes advanced computer software packages to develop correspondence, produce reports, and maintain records
- Coordinates projects
- Recommends solutions to office management problems
- Leads projects and/or research
- Performs lead responsibilities including training and scheduling
- Coordinates the preparation of the annual departmental budget
- Pays and tracks departmental bills by processing payment requests
- Schedules and arranges meetings and conferences
- Attends committee, board, or authority meetings and records, transcribes, and distributes minutes
- Researches accounts
- Assists employees and the public with questions utilizing the City Personnel Policies and Procedures Manual

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), supplemented by completion of forty (40) college hours from an accredited college or university; and one (1) year as an Office Administrator - Level 1; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Years of experience may not be substituted for the specified coursework. Refer to the Office Assistant/Administrator Progression Criterion Document for additional requirements.

Knowledge, Abilities and Skills: Considerable knowledge of and skill in applying the rules of grammar, spelling, punctuation, and principles of accounting and mathematics; considerable knowledge of word processing, database, and/or spreadsheet software packages; considerable knowledge of office practices and procedures; and good knowledge of City and Department Policies and Procedures. Ability to work independently; ability to work under pressure; ability and willingness to maintain confidentiality; ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Skill in operating a personal computer, typewriter, and/or word processor and other office equipment; skill in organizing, compiling, and recording information.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use office equipment; subject to sitting, standing, bending, reaching, and walking; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily in an office setting; requires the use of a telephone and other office equipment; and may be required to work overtime.

Effective Date: June 11, 1998

Class Code: 2173
EEO Code: N-06
Pay Code: OT-16

Group: Clerical and Administrative
Series: Clerical and Secretarial

CLASS TITLE: OFFICE ASSISTANT- LEVEL III

PURPOSE OF THE CLASSIFICATION: Under general supervision performs general clerical/secretarial duties applying knowledge and skills related to work performed in accordance with established policies and procedures and other related assigned duties.

ESSENTIAL TASKS:

- Receives work, determines appropriate course of action, and performs the tasks
- Utilizes computer software packages and specialized department equipment
- Composes, prepares, and determines appropriate distribution of memos and correspondence
- Prepares and balances accounts
- Processes and maintains payroll, time, and leave reports
- Pays and tracks departmental bills by processing payment requests
- Types budgets, applications, requisitions, purchase orders, contracts, and related documents
- Assists employees with questions utilizing the City Personnel Policies and Procedures
- Assists employees and the public with the location and functions of all City departments
- Receives and directs all visitors, inquiries, and messages
- Responds to customer questions and complaints
- Performs some filing of various paperwork
- Provides backup support to other staff
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), supplemented by six (6) hours of an accredited coursework and one (1) year of experience as an Office Assistant- Level II, or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Refer to the Office Assistant/Administrator Progression Criterion Document for additional requirements.

Knowledge, Abilities and Skills: Good knowledge of and skill in applying rules of grammar, spelling, punctuation, and basic principles of accounting and mathematics; good knowledge of word processing, database, or spreadsheet software packages; and good knowledge of general office practices and procedures. Ability to work independently; ability to work under pressure; ability to follow verbal and written instructions; ability and willingness to maintain confidentiality; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Skill in operating a personal computer, typewriter, and/or word processor and other office machines; and skill in organizing, compiling, and recording information.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use office equipment; subject to sitting, standing, bending, reaching, lifting, and walking; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Some divisions may require a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily an office setting; requires the use of a telephone and other office equipment; and may be required to work overtime.

Effective Date: June 11, 1998

Class Code: 3765
EEO Code: E-02
Pay Code: EX-36

Group: Cultural, Legal and Sciences
Series: Sciences

CLASS TITLE: INTERPRETIVE NATURALIST III

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for professional, scientific, and supervisory work, as relates to a broad variety of interpretive nature programs and Nature Center development; and performs other related assigned duties.

ESSENTIAL TASKS:

- Plans, develops, and administers the programs and budget functions for the Municipal Nature Center
- Monitors the environmental status of two nature preserves
- Supervises and trains Interpretive Naturalist I's and II's positions in various program functions
- Supervises and participates in nature tours, lectures, and public presentations
- Directs and leads the development of environmental education programs
- Supervises maintenance and repair needs of section
- Prepares definitive instructional aids
- Monitors section compliance with departmental and City policies
- Provides long-range planning of center resource utilization and development
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in park interpretation, wildlife management, natural sciences, or closely related field, and three (3) years of progressively responsible experience in a nature center or instructional natural science setting; or preferred graduation from an accredited college or university with a master's degree in resource interpretation, and one (1) year experience in a nature center or instructional natural science setting; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the fields of park and natural history interpretation; and considerable knowledge of program development and recruitment techniques as involves volunteers for interpretive nature programming. Ability to administer, supervise, plan, and direct employees and Nature Center program; ability to develop and maintain a budgetary plan; ability to present a viable program format and set long-range goals to accomplish same; ability to prepare and present natural history and nature programs to diverse audiences; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting up to 20 pounds with occasional lifting up to 60 pounds; frequent carrying, pushing, and pulling up to 10 pounds, with occasional carrying, pushing, and pulling up to 60 pounds; may be subject to extended periods of walking; standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid applicable Oklahoma Driver's License.

WORKING ENVIRONMENT: Working environment is indoors in an office setting, and outdoors and in inclement weather; and may be exposed to weather/temperature extremes, poisonous plants, and insect bites.

Effective date: July 1, 2000

CLASS TITLE: PARKS MAINTENANCE INSPECTOR

CHARACTERISTICS OF THE CLASS:

Under general supervision performs skilled inspection work in securing compliance with City and governmental regulations, ordinances, contracts and maintenance programs for parks and related facilities; and other related assigned duties.

ESSENTIAL TASKS:

- Performs onsite inspections of parks, including grounds, amenities, playgrounds, community centers, various buildings, sports' fields, lighting systems, parking lots, walks/trails, landscape features, trees, ponds/lakes and other related park components
- Performs playground safety inspections and reports maintenance needs and non-compliance problems required by the National Playground Safety Program
- Inputs maintenance problems into the departmental Maintenance Management System
- Investigates complaints, confers with supervisors and department managers, if necessary, and facilitates appropriate response
- Performs inspections of maintenance contractor's work to ensure maintenance standards' compliance
- Maintains various records, reports and files
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED); and five (5) years of directly related experience, including two (2) years of inspection experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of methods, practices, techniques and materials used in grounds maintenance, buildings and park facilities maintenance and repair. Ability to organize and schedule work; ability to write clearly and legibly; ability to maintain detailed records; ability to enforce regulations with firmness, tact and impartiality; ability to follow verbal and written instructions; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding. Basic computer skills required; and skill in the use and maintenance of tools and equipment utilized in the Parks operations and maintenance programs.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a two-way radio and telephone; may be subject to walking, standing, reaching, balancing, bending, kneeling, handling, feeling, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and National Playground Safety Inspector certification required within one (1) year of hire date.

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather and occasionally indoors; and requires frequent traveling to perform inspections; may be exposed to the following: hazardous materials, flammable liquids, excessive dust, extreme temperatures, wet surfaces, snow and ice covered surfaces, insect bites, compressed gases and high noises; and may be required to work overtime, holidays and be on emergency standby.

Effective Date: March 11, 2004

Class Code: 7647
EEO Code: E-07
Pay Code: EX-32

Group: Labor and Trades
Series: Labor and Trades Supervision

CLASS TITLE: PARKS MAINTENANCE SUPERVISOR I

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for construction, maintenance and repair of parks and recreational facilities, developing and implementing maintenance standards and performs other related assigned duties.

ESSENTIAL TASKS:

- Supervises the work of a large group of semi-skilled and skilled workers engaged in various maintenance responsibilities, including repair and inspection activities involving recreation centers, municipal swimming pool bath houses and multiple parks and facilities
- Interviews, trains and evaluates subordinate personnel to meet performance measures and standards
- Supervises computerized work orders and inventory systems to ensure effectiveness and efficiency of unit's operation
- Maintains the unit's operations and capital budget as outlined in the yearly budget and develops activity based costing methods to ensure efficient use of resources
- Instructs subordinates in safety, methods of work and operation, maintenance of equipment and other special areas to improve efficiency
- Reads blueprints, plans and technical diagrams
- Consults with and reviews the work of, subordinates and advises them on policies, procedures, practices and problems of an unusual nature
- Prepares personnel, equipment, materials and labor and other reports as necessary
- Makes field inspections of work in progress determine adherence to established standards
- Coordinates projects with other departments, contractors and other agencies
- Manages surplus and equipment replacement and prepares efficiency reports on equipment usage
- Assists managers with long-range planning and scheduling
- Assists in developing standards manual

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in construction management, public or business administration or a related field preferred; or graduation from high school or possession of a General Educational Development Certificate (GED) and six (6) years of progressively responsible experience in construction, maintenance and repair work; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Employee will be eligible for a one step increase upon completion of thirty (30) accredited college hours and six months employment in the position. Employee will be eligible for an additional one step increase upon completion of sixty (60) accredited college hours (or associates degree from accredited college) and one year of employment in the position.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, materials, practices and techniques involved in construction and park maintenance care; and good knowledge of the methods of operation, applications and care of light and heavy construction equipment. Ability to coordinate and supervise the activities of a large group of workers engaged in park maintenance, construction and repair; ability to determine by inspection quality of materials and work performed; ability to determine maintenance needs by inspection and to schedule work in a manner conducive to unit's standards while producing effective and efficient services; ability to effectively utilize written and verbal instruction and to work from engineering plans and specifications; and ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, handling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License

WORKING ENVIRONMENT: Working environment is indoors and outdoors and may be subject to inclement weather conditions; requires some travel to various City locations; subject to call out 24 hours a day; and frequent shift changes may be necessary to meet customer's needs.

Effective date: August 13, 2012

Class Code: 7648

EEO Code: E-07

Pay Code: EX-36

Group: Labor and Trades
Series: Labor and Trades Supervision

CLASS TITLE: PARKS MAINTENANCE SUPERVISOR II

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for the maintenance for parks and recreational facilities, and developing and implementing maintenance standards; and performs other related assigned duties.

ESSENTIAL TASKS:

- Plans, coordinates, assigns and supervises the work of subordinate supervisors and staff in the maintenance of Park and Recreation facilities
- Interviews, trains, and evaluates subordinate personnel to meet performance measures and standards
- Supervises computerized work orders and inventory systems to ensure effectiveness and efficiency of unit's operation
- Prepares and maintains the unit's operations budget and capital budget as outlined in the yearly budget and develops activity based costing methods to ensure efficient use of resources
- Instructs subordinates in safety, methods of work operation, maintenance of equipment, and other special areas to improve efficiency
- Consults with and reviews the work of subordinates and advises them on policies, processes/procedures, practices, and problems of an unusual nature to ensure efficiency of operations
- Prepares personnel, equipment, materials and labor, and other reports as necessary to meet desired measurements
- Makes field inspections of work in progress to determine adherence to established standards, correcting those not meeting the established standards
- Manages surplus and equipment replacement and prepares efficiency reports on equipment usage
- Assists with long-range planning and scheduling to meet the department's vision statement
- Responds to public inquiries and handles citizen complaints
- Must report to work on a regular and timely basis

In addition to the above tasks, the following essential tasks may be required by the individual sections.

Utility Systems Operations

- Plans, coordinates, assigns and supervises the work of subordinate supervisor and licensed trade staff in the installation, maintenance, and repair of Park and Recreation buildings and facilities heating and air conditioning equipment, electrical service and equipment, potable water systems and equipment, irrigation systems, pumps systems and equipment
- Develops and reviews technical specifications and plans for contractual maintenance and services and capital projects, consulting with contractors, regulatory agencies, and others to assure compliance with code regulations and guidelines, submitting changes, revisions, and additions when necessary
- Applies for annual industrial permit and maintains records for protective inspections review of code compliance
- Develops and schedules staff in preventive maintenance of sport field and security lighting systems
- Trains recreation center staff on safety and facility utilities
- Formulates plans for emergency work projects

Parks Turf grass and Sports field

- Plans, coordinates, assigns and supervises the work of subordinate supervisors and staff in mowing routes, herbicide spray applications, set-up and maintenance of ball fields
- Reviews and reports on turf grass and chemical industry advances
- Assists with maintenance and technical agronomy decisions for both golf courses
- Tracks and makes recommendations of vehicle and equipment replacement for the department
- Keeps chemical application records and inventory of all applications made for the parks department on file for the Department of Agriculture and the City of Tulsa Fire Department
- Maintains chemical inventory for annual compliance audit for Stormwater permit for EPA

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in construction management, horticulture, park administration, public or business administration or a related field, and three (3) years of progressively responsible experience in construction and maintenance work, including two (2) years of experience in parks maintenance and repair; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, materials, practices, and techniques involved in light construction and park maintenance care; good knowledge of turf maintenance practices; good knowledge of the municipal park system and the principles, practices, and procedures of park administration; and good knowledge of the methods of operation, applications, and care of light and heavy maintenance equipment. Ability to plan, coordinate, and supervise the activities of a large group of workers engaged in park maintenance, construction, and repair; ability to determine by inspection quality of materials and work performed; ability to determine maintenance needs by inspection and to schedule work in a manner conducive to unit's standards while producing effective and efficient services; ability to effectively utilize written and verbal instructions and to work from engineering plans and specifications; and strong matrixing ability in communications to interrelate to internal and external groups to negotiate, establish and realize objectives; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, handling, and climbing; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and some positions may require possession of an Oklahoma State Agriculture Department noncommercial pesticide/herbicide applicator's license.

WORKING ENVIRONMENT: Working environment is indoors and outdoors and may be subject to inclement weather conditions; requires some travel to various City locations; subject to call out 24 hours a day; and frequent shift changes may be necessary to meet customer's needs.

Effective date: July 1, 2000

Class Code: 7981
EEO Code: N-08
Pay Grade: LT-14

Group: Labor and Trades
Series: Unskilled and Semiskilled Labor

CLASS TITLE: PARKS UTILITY WORKER I

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for performing a variety of unskilled and semiskilled tasks; works on individual job assignments or as a member of a work group engaged in planned or scheduled general maintenance or renovation activities involving City properties and facilities, and other related assigned duties.

ESSENTIAL TASKS (All Departments/Divisions):

- Removes trash/debris and brush from facilities
- Performs preventative maintenance on City equipment
- Operates a variety of light to heavy automotive equipment
- Loads and delivers equipment and work materials
- Operates various types of power equipment and hand tools
- Cleans, washes, and stores equipment
- Completes various paperwork

In addition to the above tasks, the following essential tasks may be required by the individual department/division.

Park and Recreation Services

- Plants, maintains, trims and removes various types of ornamental plants, shrubs and trees
- Sprays pesticides, herbicides, and waters landscape areas
- Monitors and maintains buildings, grounds, irrigation and drainage
- Maintains and repairs playground equipment, tennis courts, picnic tables, fences, and other equipment
- Prepares facilities for sporting and special events
- Assists and performs limited carpentry and masonry work
- Paints facilities and equipment

Golf Courses

- Mows, waters, sods, seeds, aerates, and sprays course tees, fairways, roughs, collars, approaches, and greens
- Moves cups and tee boxes
- Maintains sand traps
- Sets up course
- Removes trash/debris and brush from course
- Monitors irrigation and drainage of course
- Plants and maintains trees, shrubs, and flowers

Zoo

- Performs routine maintenance of Zoo equipment and facilities
- Performs carpentry work

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development (GED) Diploma, and two (2) years of experience performing heavy manual labor; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Refer to the Trades Worker Progression Criterion Document for additional requirements.

Knowledge, Abilities, and Skills: Good knowledge of basic manual labor practices, methods, tools and materials; and some knowledge of the hazards of the work. Ability to perform manual labor over an extended period of time, in varying weather conditions; ability to understand verbal and written instructions; ability to learn and perform more responsible tasks; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include frequent walking and occasional standing; frequent lifting up to 50 pounds with occasional lifting up to 100 pounds; frequent carrying up to 50 pounds with occasional carrying up to 100 pounds; constantly lifts/carries up to 10 pounds; frequent pushing and pulling up to 20 pounds with occasional pushing and pulling up to 60 pounds; frequent reaching, balancing, kneeling, bending, handling, climbing, smelling, and twisting and feeling; occasional crawling; vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid Class "D" Operator's License; possession of a Class "B" or Class "A" Commercial Driver's License (CDL) with applicable endorsements within six (6) months from date of hire; some positions within this classification require an Oklahoma Department of Agriculture Pesticide Applicator certification for Service Technician in either/both the Ornamental Turf Category and Right of Way Category within nine (9) months from date of hire and/or appropriate technical license.

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: hazardous materials, animal waste/dead animals, flammable liquids, radiation, traffic, cramped work areas, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum lines, rough terrains, cutting/chipping/grinding, hazardous/toxic atmospheres, sewage, damp/wet surfaces, snow/ice covered surfaces, animal bites, snake bites, insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, confined spaces, compressed gases, high noise areas, oily surfaces, and refuse/garbage/litter.

Effective date: October 24, 2012

Class Code: 7982
EEO Code: N-08
Pay Grade: LT-15

Group: Labor and Trades
Series: Unskilled and Semiskilled Labor

CLASS TITLE: PARKS UTILITY WORKER II

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for performing a variety of semiskilled and skilled tasks; works on job assignments or as a member of a work group engaged in planned or scheduled general care, maintenance, or renovation activities involving City properties and facilities and other related assigned duties.

ESSENTIAL TASKS (All Departments/Divisions):

- Operates light to heavy automotive equipment
- Performs normal adjustment, service, and routine maintenance on equipment
- Operates various types of power equipment and hand tools
- Cleans, washes, and stores equipment
- Performs flood cleanup
- Completes various paperwork
- Occasionally directs the work of a Maintenance Worker I or lower classification

In addition to the above tasks, the following essential tasks may be required by the individual department/division.

Park and Recreation Services

- Monitors, maintains, and repairs City parks, courtyards, sports fields, City pools, and other related facilities
- Monitors, remodels, repairs, and maintains buildings, grounds, irrigation and drainage
- Maintains and repairs playground equipment, tennis courts, picnic tables, fences, and other equipment
- Sets up gym equipment, tents, and facilities for special events
- Operates a variety of light to heavy construction and mowing equipment
- Removes trash/debris and brush from various facilities
- Performs carpentry and masonry work
- Sets up site protection equipment and flags traffic
- Performs Park Utility Leader and Equipment Operator I tasks as required

Golf Courses

- Mows, waters, sods, seeds, aerates, fertilizes, and sprays course tees, fairways, roughs, collars, approaches, and greens
- Moves cups and tee boxes
- Maintains sand traps
- Sets up course
- Removes trash/debris and brush from course
- Monitors irrigation and drainage of course
- Plants and maintains trees, shrubs, and flowers

Zoo

- Performs routine maintenance of Zoo equipment and facilities
- Performs carpentry, welding, and plumbing work

Urban Forestry

- Plants, grows, waters, trims, maintains, and removes trees
- Inspects trees for identification and signs of distress or disease

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development (GED) Diploma, and three (3) years of experience performing heavy manual labor, including one (1) year as a Parks Utility Worker I; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Refer to the Trades Worker Progression Criterion Document for additional requirements.

Knowledge, Abilities, and Skills: Good knowledge of basic manual labor practices, methods, tools, and materials; good knowledge of common varieties of trees and their characteristics; good knowledge of the methods used in eradicating and preventing tree diseases and pests; good knowledge of the hazards and safety precautions of the work; some knowledge of the methods of planting, fertilizing, pruning, and spraying of trees. Ability to understand and follow verbal and written instructions; ability to perform manual labor over an extended period of time in varying weather conditions; ability to use hand and mechanical tools and equipment; ability to operate various types of automotive and power equipment; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Some positions within this classification require skill in the use of rope and saddle to climb trees and skill in the use of a chainsaw while in trees.

Physical Requirements: Physical requirements include frequent walking and occasional standing; frequent lifts/carries up to 50 pounds; occasional lifts/carries up to 100 pounds; constantly lifts/carries up to 10 pounds; occasional pushing and pulling up to 60 pounds; frequent reaching, balancing, bending, kneeling, handling, climbing, twisting, crawling, feeling, and smelling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "B" Commercial Driver's License (CDL); some positions within this classification require an Oklahoma Department of Agriculture Pesticide Applicator certification for Service Technician in either/both the Ornamental Turf Category and Right of Way Category and/or appropriate technical license; and possession of a Class "A" Commercial Driver's License (CDL) with applicable endorsements within six (6) months of date of hire.

WORKING ENVIRONMENT: Working environment is primarily outdoors, occasionally indoors, and in inclement weather. May be exposed to the following: hazardous materials, animal waste/dead animals, flammable liquids, traffic, excessive dust, weather/temperature extremes, rough terrains, cutting/chipping/grinding, damp/wet surfaces, snow/ice covered surfaces, insect bites, poisonous plants, toxic fumes/vapors/odors, high noises, and refuse/garbage/litter; and some positions within this classification may be exposed to working in a bucket truck or in a tree at heights of 10 to 80 feet.

Effective date: October 24, 2012

Class Code: 7984

EEO Code: N-07

Pay Grade: LT-17

Group: Labor and Trades
Series: Unskilled and Semiskilled Labor

CLASS TITLE: PARKS UTILITY LEADER

PURPOSE OF THE CLASSIFICATION: Under general supervision acts as a working leadsperson in performing a variety of unskilled, semiskilled, and skilled tasks; performs as a member of a work group or oversees workers on individual job assignments engaged in planned or scheduled general maintenance or renovation activities involving City properties and facilities, and other related assigned duties.

ESSENTIAL TASKS:

- Performs leadwork and directs and participates with a group of workers involved in a wide variety of planned and scheduled maintenance and renovation activities
- Directs, and participates in, the repair and maintenance of City parks, pools, fences, playground equipment, sports fields, irrigation system and other related facilities
- Removes trash, debris and brush from facilities
- Performs special events set-up
- Directs workers in semiskilled carpentry, plumbing, asphalt, masonry and/or electrical work
- Directs movement of work materials and equipment
- Operates and directs and trains others in the use and maintenance of heavy automotive equipment and a variety of hand and power tools and equipment
- Oversees and participates in the planting, maintenance, trimming and removal of various ornamental plants, grasses, shrubs and trees
- Maintains and orders inventory
- Plans and organizes activities for work group
- Performs routine inspections
- Monitors and completes all related paperwork
- Directs application of pesticides, herbicides and watering of landscape areas
- Directs and participates in roofing, painting, floor repair and general building maintenance
- Directs cleanup of work areas and equipment upon job completion

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and four (4) years of progressively responsible experience, including semiskilled and skilled work in the general maintenance and renovation field with leadwork responsibility; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Considerable knowledge of manual labor work practices, methods, tools and materials of varied, semiskilled maintenance work; and considerable knowledge of the hazards and safety precautions of the work. Ability to understand and follow verbal and written instructions; ability to lead a group of workers performing manual labor for extended periods of time, in varying weather conditions; ability to use and instruct others in the use of mechanical tools and equipment; ability to operate and instruct others in the use of various types of automotive and power equipment; ability to read and interpret plans and specifications; ability to plan and oversee the work of semiskilled and skilled workers; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifts/carries up to 50 pounds; occasional lifts/carries up to 100 pounds; constantly lifts/carries up to 10 pounds; occasional pushing and pulling up to 60 pounds; frequent balancing, bending, kneeling, handling, smelling, twisting, reaching, crawling, feeling, and climbing; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "A" Commercial Driver's License (CDL) with applicable endorsements; some positions within this classification may require an Oklahoma State Agriculture Department Certified Applicator's Permit and/or may prefer national certification as a Playground Safety Inspector.

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: hazardous materials, animal waste/dead animals, flammable liquids, traffic, cramped work areas, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum lines, rough terrains, cutting/chipping/grinding, hazardous/toxic atmospheres, sewage, damp/wet surfaces, snow/ice covered surfaces, animal, snake, and insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, confined spaces, compressed gases, high noises, oily surfaces, and refuse/garbage/litter.

CLASS TITLE: DIRECTOR OF PARKS AND RECREATION

- **PURPOSE OF THE CLASSIFICATION:** Under administrative direction engages parks department, its partners and the community in programming and services contributing to the education, public safety, wellness and quality of life for the citizens of Tulsa

ESSENTIAL TASKS:

- Oversees the development and administration of diverse community-based recreational programming, incorporating significant revenue considerations
- Manages a variety of contracts with various individuals, groups and organizations
- Ensures departmental compliance with various regulations, codes and policies
- Establishes and maintains a strong department-wide team prospective on issues and service delivery
- Provides leadership in developing and implementing an overarching vision in the Parks and Recreation Department for service provision of parks and facilities in the community
- Oversees conducting community forums and the evaluation of periodic needs assessments to maintain an understanding of shifts in community interests and priorities
- Synthesizes community needs and interests with best practices, current trends, economic feasibility and departmental capability
- Creates strategies for implementation of new and updated programs, parks and facilities
- Manages policy directives from the Tulsa Park and Recreation Board and administration
- Coordinates parks program with recreational activities, school needs and other community recreation and beautification programs
- Plans and directs continuous public relations and volunteer programs
- Initiates Parks division projects involving cooperative efforts on the part of public and private organizations
- Represents diverse Parks interests, programs, services and events in the media and with community groups
- Oversees and evaluates research on trends, new technologies and best management practices in the parks and planning professions in the area of urban park planning, management and maintenance, urban forest management and environmental sustainability
- Advocates, assists and provides support to division managers in the areas of short and long range planning, project management, capital improvement, project funding partnerships and public participation in the planning and development process
- Directs the development, utilization, and maintenance of the zoo facilities
- Attends various meetings and seminars
- Establishes and manages the capital improvements program
- Prepares and monitors an annual budget
- Establishes and manages revenue and expenditure controls
- Attends meetings of, and acts as secretary ex officio to, the Tulsa Park and Recreation Board
- Keeps board members informed of problems
- Prepares monthly and seasonal reports for the operation of the park system
- Reports on the progress of the operations
- Prepares information for publication and release to the news media
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in park management, recreation, health, horticulture, landscape architecture, public administration, education, or a closely related field with a master's degree preferred, and ten (10) years of progressively responsible experience in parks and recreation management; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles practices, and methods of park, zoo and recreation administration; comprehensive knowledge of the facilities and equipment needed in a broad park and recreation program and of the most effective arrangement of recreational areas; knowledge of marketing park and/or recreation programs and considerable knowledge of public administration, including budget preparation and control, purchasing, and personnel management. Ability to provide strategic leadership, implement sound business practices, build effective partnerships and constituencies and to develop, mentor and hold accountable employees and supervisors; ability to plan, direct and coordinate the activities and personnel involved in a comprehensive park and recreation program; ability to evaluate present programs, establish goals and make recommendations for continuing improvement of the department; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization. Applicant must have demonstrated strong decision-making and management skills.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 5 pounds; may be subject to walking, standing, sitting and reaching; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possess of a valid Oklahoma Class "D" Operator's license.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Effective date: February 22, 2008

Class Code: 2181
EEO Code: N-06
Pay Code: OT-18

Group: Clerical & Administrative
Series: Clerical

CLASS TITLE: PAYROLL/PERSONNEL CLERK II

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for independent clerical work with the City of Tulsa Payroll/Personnel System and other related assigned duties.

ESSENTIAL TASKS:

- Performs specialized clerical work requiring considerable knowledge of City Policies and Procedures, Payroll/Personnel System and departmental operations
- Gathers facts and prepares reports requiring research and personal inquiries
- Prepares correspondence in relation to the work of the office
- Explains departmental and City policies to the public and other departments
- Types material for reports and records
- Monitors and processes all changes to the Payroll/Personnel Database
- Processes monthly City leave reports
- Maintains and makes distribution of revisions to the Personnel Policies and Procedures Manual and Classification Manual
- Types agenda of Personnel Actions for City Commission approval
- Writes and processes programs
- May supervise a small group of clerks.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), including two (2) years of **technical training or college** coursework in bookkeeping or commercial subjects and three (3) years of progressively responsible office experience, including one (1) year of **computerized payroll experience**; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the policies and procedures of the City and the work unit; considerable knowledge of modern office practices and procedures and of business English and arithmetic; and knowledge of word processing and/or database software packages. Ability to make decisions within area of responsibilities; ability to plan and coordinate the work of clerical staff performing varied clerical operations; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding; Skill in the operation of a typewriter, personal computer, CRT and/or word processor.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key and telephone; occasional lifting and carrying up to 20 pounds; may require sitting for extended periods of time; subject to standing, bending, reaching, walking, and repetitive movements; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and requires use of telephone and other office equipment.

Effective Date: June 8, 2006

Class Code: 7370
EEO Code: N-07
Pay Grade: LT-19

Group: Labor and Trades
Series: Equipment and Plant Management

CLASS TITLE: PLUMBER

PURPOSE OF THE CLASSIFICATION: Under general supervision performs skilled maintenance, repair, and installation of plumbing systems and fixtures, related mechanical equipment and minor electrical hookup of plumbing equipment at the journeyman level and other related assigned duties.

ESSENTIAL TASKS:

- Connects, repairs and maintains system parts such as high pressure boilers and gas lines, steam turbines and related systems, pipes, line breaks/leaks, evaporators, various pumps, motors, chemical and gas equipment, filters, chlorinates, injectors, odor control systems, back flow prevention devices, HVAC units and chemical feed systems
- Installs new plumbing including pipes, valves, vents, drains and a variety of plumbing fixtures
- Locates, flags, and repairs leaks in gas, water, and sewer lines
- Operates a variety of light automotive equipment
- Inspects plumbing for problem diagnosis and troubleshooting, and to determine needed repairs
- Repairs boilers and heaters
- Makes estimates of material, time and labor necessary to complete jobs
- Tests, maintains and repairs temperature controllers and other related plumbing equipment
- Works with contractors, consultants, engineers, and other departments to ensure equipment repair and purchase, and proper materials and installation.
- Maintains materials, tools, and inventory
- Performs preventive maintenance on all plumbing systems
- Acts as leadman in monitoring the progress of a crew of laborers as necessary

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and five (5) years of experience at the journeyman level in the plumbing and/or mechanical trade, including experience in the repair, maintenance and operation of electrical motors, controls and mechanical equipment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of plumbing and/or mechanical fixtures, materials and tools, and their suitability for different types of applications; good knowledge of the City plumbing/mechanical code; good knowledge of electrical motors and controls and of proper method of repair and maintenance; good knowledge of backflow prevention techniques; and good knowledge of the safety requirements of the work performed. Ability to work from blueprints and plans; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include frequent walking and occasional standing; frequent lifts/carries up to 40 pounds, and occasional lifts/carries up to 68 pounds; constantly lifts/carries up to 20 pounds; requires pushing/pulling a maximum force of 100 pounds peak; frequent balancing, bending, kneeling, crawling, handling, feeling, climbing, talking, smelling and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a Journeyman Plumber's and/or Mechanical License as issued by the State of Oklahoma and properly registered with the City of Tulsa; possession of a valid Oklahoma Class "D" Operator's License; Freon Recovery Certificate; some positions within this classification may require possession of a Class "B" Commercial Driver's License (CDL) or a Class "A" CDL, some with an "H" endorsement; and some positions within

this classification require an appropriate Water/Wastewater License as issued by the Department of Environmental Quality (DEQ), or a Backflow Prevention License.

WORKING ENVIRONMENT: Working environment is primarily indoors, occasionally outdoors, and in inclement weather. May be exposed to the following: hazardous materials, animal waste/dead animals, flammable liquids, traffic, cramped work areas, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum/water/wastewater lines, cutting/chipping/grinding, hazardous/toxic atmospheres, sewage, damp/wet surfaces, snow/ice covered surfaces, insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, confined spaces, compressed gases, and high noises.

Class Code: 4660
EEO Code: N-02
Pay Code: AT-32

Group: Engineering, Planning and Technical
Series: Planner

CLASS TITLE: PROGRAM PLANNER I

PURPOSE OF THE CLASSIFICATION: Under general supervision performs City wide program planning in the development, coordination and implementation of specialized programs, and performs other related assigned duties.

ESSENTIAL TASKS:

- Designs new programs, secures instructors or volunteers, manages contracts and schedules specialized programs at sites throughout the City to provide the highest level of measured customer satisfaction
- Sets and tracks performance measures to include revenue and marketing strategies and works with staff project performance team and focus groups
- Manages and coordinates numerous City and community specialized programs and services
- Schedules and communicates with department/facilities staff, user groups and community agencies resource needs
- Performs planning and management duties including program research and evaluation
- Tracks program trends and user satisfaction
- Develops program standards to meet participant's needs and wants
- Interviews, employs, trains, supervises and evaluates fulltime, seasonal and contractual personnel
- Motivates, directs and coaches staff to achieve performance standards
- Monitors and coordinates assigned budget area
- Sets prices for programs
- Manages revenues and expenditures through activity based costing to meet standards and budget targets
- Prepares reports and correspondence and communicates with appropriate committees as directed
- Coordinates promotion and publicity with marketing group and facility/agency staff
- Writes program descriptions for flyers, brochures and publications including outlined benefits
- Investigates and resolves problems and complaints from the public
- Promotes and stimulates good community relations and interaction with partnerships, user groups and affiliations, encouraging participation
- Develops and maintains performance and safety standards for assigned programs and facilities
- Periodically reviews and recommends changes for flow charts on policies and procedures for improved efficiency and effectiveness
- May develop volunteers to assist in delivery of program services and projects
- Seeks nondepartment funding sources and program sponsorships and community partnerships to add value to existing programs
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in specialized program area or related field and two (2) years of experience in program development; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and techniques employed in developing programs; considerable knowledge of the principles of research and evaluation of community programs and user interests; and considerable knowledge of training, facility and material resources used in a broad program offering. Ability to understand program area, social and cultural interests, needs and conditions throughout the City; ability to communicate both verbally and in writing; ability to operate computer, analyze budget and finances and manage personnel; ability to manage multiple priorities and maintain a positive work setting; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

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Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, handling, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certification: Possession of a valid Oklahoma Class "D" Operator's License; possession of CPR and First Aid certification is preferred and can be obtained after hire and certification as a Leisure Professional (CLP) or Certified Leisure Associate (CLA) is preferred in some positions.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; outdoors and in inclement weather and may require some evening and/or weekend work.

Effective date: January 11, 2007

Class Code: 4661
EEO Code: N-02
Pay Code: AT-36

Group: Engineering, Planning and Technical
Series: Planner

CLASS TITLE: PROGRAM PLANNER II

PURPOSE OF THE CLASSIFICATION: Under general supervision performs complex City wide program planning in the development, coordination and implementation of specialized programs and performs other related assigned duties.

ESSENTIAL TASKS:

- Designs new programs, secures instructors or volunteers, manages contracts and schedules specialized programs at sites throughout the City to provide the highest level of measured customer satisfaction
- Sets and tracks performance measures which include revenue and marketing strategies and works with staff project performance team and focus groups
- Manages and coordinates numerous City and community specialized programs and services of significant size and impact
- Schedules and communicates with staff, user groups, facilities and community resource needs
- Performs planning and management duties including program research and evaluation
- Tracks program trends and user satisfaction
- Develops program standards to meet participant's needs and wants
- Interviews, employs, trains, supervises and evaluates fulltime, seasonal and contractual personnel
- Motivates, directs and coaches staff to achieve performance standards
- Monitors and coordinates assigned budget area
- Sets prices for programs in some positions
- Manages revenues and expenditures through activity based costing to meet standards and budget targets
- Prepares reports and correspondence and communicates with appropriate committees as directed
- Coordinates promotion and publicity with marketing group and facility/agency staff
- Writes program descriptions for flyers, brochures and publications including outlined benefits
- Investigates and resolves problems and complaints from the public
- Promotes and stimulates good community relations and interaction with partnerships, user groups and affiliations, encouraging participation
- Develops and maintains performance and safety standards for assigned programs
- Periodically reviews and recommends changes for flow charts on policies and procedures for improved efficiency and effectiveness
- Develops volunteers to assist in delivery of program services and projects
- Seeks outside funding sources and program sponsorships and community partnerships to add value to existing programs
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in specialized program area or related field and three (3) years of experience in related program development; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and techniques employed in developing programs; considerable knowledge of the principles of research and evaluation of community programs and user interests; and considerable knowledge of training, facility, and material resources used in a broad program offering. Ability to understand various social and cultural interests, needs and conditions throughout the City; ability to communicate both verbally and in writing; ability to operate computer, analyze budget and finances and manage personnel; ability to manage

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multiple priorities and maintain a positive work setting; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, handling, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certification: Possession of a valid Oklahoma Class "D" Operator's License; CPR, First Aid and Certified Leisure Professional (CLP) or Certified Leisure Associate (CLA) is preferred in some positions.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; outdoors and in inclement weather and requires some evening and/or weekend work.

Effective date: January 11, 2007

Class Code: 3632
EEO Code: N-02
Pay Code: AT-23

Group: Cultural, Legal and Sciences
Series: Recreation

CLASS TITLE: RECREATION COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for coordinating various activities of a recreation center program as outlined in the department's mission statement and other related assigned duties.

ESSENTIAL TASKS:

- Assists recreation center supervisor in leading, training and guiding assigned personnel
- Directs and/or teaches an assigned activity of the center program, including ceramics, arts and crafts, teen/adult activities, sports and other special events
- Interviews prospective employees
- Coordinates, schedules, publicizes, directs and evaluates various recreational activities and special events
- Assists in coordinating the center program with the departmental program
- Collects fees and enrolls patrons
- Performs various clerical duties, including report preparation and record keeping
- Assembles and disassembles various equipment
- Inspects facilities, equipment and program activities for safety and cleanliness
- Prepares requisitions and work orders for needed equipment and repairs
- Ensures compliance with City policies and procedures
- Interprets the recreation center program and department philosophies to groups, individuals, staff and volunteers
- Serves on recreational activities and safety committees

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in recreation or physical education; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of the principles and techniques employed in a public recreation program; good knowledge of the purposes of centers established to meet the leisure time and recreational needs of community groups; good knowledge of the facilities and equipment of organized public recreational programs; and good knowledge of first aid methods and safety precautions necessary in recreation work. Ability to organize, and secure the effective cooperation of community groups to determine special recreational needs; ability to train and lead subordinates in recreation work; ability to instruct individuals in game, play, or group activities; ability to communicate effectively, both verbally and in writing; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 50 pounds; occasional carrying up to 20 pounds; occasional pushing up to 60 pounds; occasional pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally outdoors and in inclement weather.

Effective Date: May 8, 2003

Class Code: 3650
EEO Code: E-02
Pay Code: EX-32

Group: Cultural, Legal and Science
Series: Recreation

CLASS TITLE: RECREATION PARK MANAGER

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for developing, coordinating, and implementing the operation and programming of the park and recreation resources as outlined in the department's vision statement; and performs other related assigned duties.

ESSENTIAL TASKS:

- Designs, establishes programs, sets fees based on customer benefits, coordinates and implements quality programs to meet customer service satisfaction levels
- Maintains instructor contracts and establishes standards for programs
- Directs plays, including knowledge and supervision of technical area of production in some positions
- Conducts ongoing reviews of instructor and participants to assure programming and participant needs are being met
- Serves on committee teams that establish processes and procedures for park programs
- Determines scheduling needs and sets building and staff hours
- Communicates needs for services with department personnel to meet program participant's needs and standards
- Prepares and submits purchase requests for program and park resource supplies
- Interviews, employs, trains, supervises and evaluates full-time, seasonal and contractual personnel
- Motivates, directs, and corrects staff to achieve performance standards
- Identifies and maintains safety measures for public, staff and park resources
- Responsible and accountable for annual expense and revenue budgets for park
- Prepares reports and correspondence and communicates with appropriate committees
- Investigates and resolves problems and complaints from public
- Develops and stimulates partnerships and alliances with neighborhood businesses and organizations that add value to programs, park services and amenities
- Coordinates the efforts of the community recreation council
- Develops volunteers to assist in delivery of park program services and park projects
- Develops measurable performance measures that will demonstrate efficiency and accountability to customer expectations and desires
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in recreation (theatre in some positions) or a related field, and two (2) years of progressively responsible leadership experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and techniques employed in a public recreation program; considerable knowledge of the purposes of clubs and centers established to meet the leisure time and recreational needs of community groups; considerable knowledge of such recreational methods involved in organizing and supervising activities such as sports, games, arts and crafts, dramatics, aquatics, camps, music, and others; considerable knowledge of the facilities and equipment of organized public recreational programs; knowledge and understanding of publicity to promote theatre programs in some positions; and good knowledge of first aid methods and necessary safety precautions to be observed in recreation work. Ability to plan and carry out recreation center programs; ability to organize, work with, and secure the effective cooperation of community groups in order to determine special recreational needs; ability to train and supervise subordinates in recreation work; ability to solve disciplinary problems effectively; ability to speak and write effectively; ability to keep records and prepare reports; ability to perform personal computer operations; ability to analyze budget and finance; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and the following certifications are preferred and/or recommended: CPR, First-Aid, Leisure Professional (CLP) Certification or Leisure Associate's (CLA) Certification, Technical Theatre proficiency test in some positions and NYSCA Certification.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office or theatre setting and occasionally outdoors and in inclement weather; and requires some travel to various City locations to conduct or attend meetings; may work weekends in some positions; and may be subject to shift irregularities.

Effective date: July 1, 2000

Class Code: 3590
EEO Code: E-01
Pay Code: EX-44

Group: Cultural, Legal and Sciences
Series: Parks & Recreation Management

CLASS TITLE: RECREATION PROGRAM MANAGER

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for the delivery of recreation programs and the operation of related facilities to raise the quality of life for the citizens of Tulsa and other related assigned duties.

ESSENTIAL TASKS:

- Directs the development and administration of diverse community-based recreational programming, incorporating significant revenue and public safety considerations
- Plans, directs and coordinates the Recreation Division's activities, including special events, aquatics, sports, educational and cultural activities for all age groups
- Develops and implements federal, state and local grants for department services and facilities, developing partnerships and alliances with departments, corporations, community and non-profit groups
- Manages a variety of contracts with various individuals, groups and organizations
- Ensures departmental compliance with various regulations, codes and policies
- Establishes and maintains a strong division-wide team perspective on issues and service delivery
- Provides leadership in developing and implementing a vision for the Parks and Recreation Department to include structured and unstructured recreational programming
- Creates strategies for implementation of new and updated programs, parks and facilities
- Manages policy directives from the Tulsa Parks and Recreation Board and administration
- Coordinates recreational activities, school and other community related needs with the appropriate facilities
- Plans and directs continuous public relations and volunteer programs
- Initiates parks and recreation division projects involving cooperative efforts from public and private organizations
- Oversees recruitment and hiring of seasonal personnel
- Assists in the development and management of the park department budget and manages assigned budgets
- Investigates and resolves problems related to park services
- Attends various meetings and seminars
- Establishes and manages a capital improvements program and revenue expenditure controls for the parks and recreation division
- Prepares monthly and seasonal operational reports for the parks system
- Must report to work on a regular and timely basis.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in parks and recreation management, public administration or a closely related field; and five (5) years of progressively responsible experience in parks, recreation programs, management and facility operation; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and techniques employed in a public recreation program; considerable knowledge of the principles of administration and purposes of clubs, centers or other units established to meet the leisure time and recreational needs of community groups; considerable knowledge of the methods involved in organizing, conducting and supervising a program of recreation activities; and considerable knowledge of first aid methods and safety precautions observed in parks facilities. Ability to understand the various social conditions throughout the City to determine special programming needs; ability to analyze budget and finances; ability to communicate effectively both verbally and in writing; ability to evaluate current programs, establish goals, and make effective recommendations for continuing improvements to programs and facilities; ability to utilize

applicable software applications; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 50 pounds, occasional pushing and pulling up to 20 pounds; may be subject to walking, standing, sitting and reaching; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License,

WORKING ENVIRONMENT: Working environment is indoors in an office setting; outdoors and in inclement weather; requires frequent travel to various locations for site visits, inspections, supervision and administration; and requires some evening and/or weekend work.

Effective Date: December 07, 2011

Class Code: 2308
EEO Code: E-03
Pay Code: EX-32

Group: Clerical and Administrative
Series: General Administrative

CLASS TITLE: SENIOR ADMINISTRATIVE SERVICES OFFICER

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for complex office management and administrative work including departmental budget preparation and administration, personnel administration and supervision, fiscal and operational records maintenance, and departmental management details; and performs other related assigned duties.

ESSENTIAL TASKS:

- Coordinates the preparation and monitoring of the departments annual budget
- Supervises the maintenance of large, centralized records systems
- Supervises, hires and trains office personnel, providing administrative support for director's office
- Monitors departmental services, including developing and documenting methods/procedures and coordinating corrective actions to address deficiencies
- Manages department's payroll/personnel, purchasing, and accounts payable/receivable functions
- Maintains/audits various accounts/internal activities
- Develops, implements, and enforces office policies and procedures
- Serves as secretary and authors routine correspondence (in some positions)
- Serves as department's PC LAN administrator (in some positions)
- Coordinates Fleet & Fuel Management Systems technical support (in some positions)
- Supervises activities and personnel in City Clerk's office (in some positions)
- Performs various special studies and research at the departmental level

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business/public administration, or closely related field; and two (2) years of responsible administrative, management, or data management/inventory control experience, preferably in the field of the department involved; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of research methods and techniques, and methods of report analysis/presentation; considerable knowledge of business organization and management; if applicable, considerable knowledge of electronic data processing; good knowledge of accounting principles, personnel management, and budget preparation; and good knowledge of the rules, regulations, and operating procedures of the department to which assigned. Ability to collect, organize, and present complex technical data; ability to analyze and interpret pertinent data, laws, ordinances, and regulations; ability to write comprehensive reports; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key, and telephone; frequent lifting, carrying, pushing, and pulling up to 20 pounds; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, crawling, handling, feeling, kneeling, climbing, twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Effective date: November 14, 2002

Group: Labor and Trades
Series: Unskilled and Semiskilled Labor

CLASS TITLE: SENIOR PARKS UTILITY LEADER

PURPOSE OF THE CLASSIFICATION: Under general supervision acts as a leadsperson over workers or leaders in lower classifications on individual job assignments engaged in repair, maintenance or renovation activities involving City properties and facilities, and performs other related assigned duties.

ESSENTIAL TASKS:

- Performs leadwork and directs individuals, a group of workers, or leaders in lower classifications involved in planned and scheduled maintenance and renovation activities
- Directs and participates in the repair and maintenance of City parks, the Zoo, pools, fences, playground equipment, sports fields, and other related facilities
- Directs workers and participates in skilled carpentry, signage, lock and hardware installation and repair, and masonry work
- Directs and trains others in the use and maintenance of light construction equipment and a variety of hand and power tools and equipment
- Plans and organizes activities for individuals and/or a work group
- Completes all related paperwork
- Oversees the planting, maintaining, spraying, trimming, and removing of various types of ornamental plants, grasses, shrubs and trees
- Oversees the mowing and trimming of parks and the preparation and maintenance of sports fields
- Directs the roofing, painting, floor repair, lock repair, master keying, and replacement, and general building maintenance and worksite cleanup
- Monitors contract services in the provision of above tasks

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and five (5) years of progressively responsible leadwork experience in the general maintenance and renovation field; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Considerable knowledge of manual labor work practices, methods, tools and materials of varied, semiskilled maintenance work; and considerable knowledge of the hazards and safety precautions of the work. Ability to plan and oversee the work of unskilled, semiskilled, and skilled workers engaged in repair and maintenance activity; ability to instruct others in the use of hand, mechanical, automotive and other types of tools and equipment; ability to read and interpret plans and specifications; strong matrixing ability in communications to interrelate to internal and external groups to establish and realize objectives; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include occasional walking and standing; frequent lifts/carries up to 50 pounds; occasional lifts/carries up to 100 pounds; constantly lifts/carries up to 10 pounds; frequent pushing and pulling up to 50 pounds; frequent balancing, bending, kneeling, handling, smelling, twisting, reaching, crawling, feeling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "A" Commercial Driver's License (CDL) with applicable endorsements; some positions within this classification may require an Oklahoma State Agriculture Department Certified Applicator's Permit.

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, traffic, cramped work areas, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum lines, rough terrains, cutting/chipping/grinding, hazardous/toxic atmospheres, damp/wet surfaces, snow/ice covered surfaces, animal, snake, and insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, confined spaces, compressed gases, high noises, oily surfaces, and refuse/garbage/litter.

Effective date: August 20, 2008

Class Code: 7380

EEO Code: N-07

Pay Grade: LT-18

Group: Labor and Trades

Series: Equipment and Plant Management

CLASS TITLE: SMALL ENGINE MECHANIC

PURPOSE OF THE CLASSIFICATION: Under general supervision performs skilled work in the maintenance and repair of small gasoline, diesel engine driven equipment, automotive equipment and other related assigned duties.

ESSENTIAL TASKS:

- Maintains and repairs small engines, such as lawn mowers, tractors, water pumps, generators, compressors, trailers, rototillers, weed-eaters, motorcycles and a variety of equipment, usually four cylinders or less
- Operates gas and electric welding equipment, grinders, drill presses and other specialized tools common to automotive and small engine repairs
- Repairs tires, sharpens blades and provides general maintenance support for a variety of tools and equipment used in construction and grounds maintenance
- Repairs/Overhauls equipment such as trash pumps, tamping machines and cement mixers
- Keeps equipment inventory and checks out equipment to users
- Maintains records and schedules equipment for maintenance
- Monitors inventory for parts and tools and orders items as needed
- Compiles work schedules and writes work reports
- Writes specifications for non-capital and capital equipment
- Operates a variety of medium automotive equipment
- Monitors, troubleshoots and repairs/replaces hydraulic and electrical systems
- Makes minor carpentry repairs to facilities and fences
- Acts occasionally as leader of others assigned to specific tasks

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and five (5) years of experience in the maintenance of specialized small engine and automotive equipment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of the operating principles and mechanics of two and four cycle engines; good knowledge of specialized maintenance required for small gasoline and diesel driven equipment; good knowledge of the practical use of tools designed for automotive and mechanical repairs; ability to maintain written records; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting up to 50 pounds; occasional lifting, carrying, pushing, and pulling up to 60 pounds; frequent reaching, balancing, bending, kneeling, handling, feeling, talking, smelling and twisting; occasional crawling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "A" Commercial Driver's License (CDL); some positions within this classification may require a "X" or "N" endorsement within 90 days of the date of hire, or may require a Class "B" CDL with an airbrakes endorsement.

WORKING ENVIRONMENT: Working environment is primarily indoors, occasionally outdoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, cramped work areas, excessive dust, weather/temperature extremes, cutting/chipping/grinding, damp/wet surfaces, snow/ice covered surfaces, snake and insect bites, overhead power lines, compressed gases, and high noises; may be subject to overtime; and 24-hour standby.

Effective date: June 1, 1996

CLASS TITLE: URBAN FORESTER

PURPOSE OF THE CLASSIFICATION: Under direction performs administrative, technical, and supervisory work involving the development, promotion, and direction of the urban forestry program, and other related assigned duties.

ESSENTIAL TASKS:

- Develops and institutes a comprehensive educational program to promote public awareness and interest in preservation of urban forest resources
- Supervises and instructs subordinates
- Provides guidance to public agencies, businesses and citizens regarding proper arboriculture practices and concerns
- Establishes and administers tree pruning and removal contracts for the various City parks
- Establishes and implements a reforestation program for various City parks
- Analyzes and evaluates existing ordinances and regulations involving tree plantings and related maintenance problems and methods, and provides recommendations for changes
- Evaluates trees for condition and worth as required
- Provides functional and/or direct supervision of tree management and maintenance agencies and work crews
- Inspects field work performed by outside contractors and by staff
- Presents lectures and talks before civic groups and garden clubs
- Prepares and manages program budget
- Provides written and verbal reports
- Performs administrative and managerial tasks, such as processing paperwork and reviewing subordinates work performance
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in forestry, urban forestry, horticulture, or a closely related field, and three (3) years of progressively responsible experience in an urban forestry management program; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the practices, techniques and materials of the urban forestry field; considerable knowledge of public information program needs; and good knowledge of regulations and ordinances related to urban forest preservation. Ability to develop and promote a comprehensive urban forestry program; ability to speak effectively to groups, organizations, media representatives, public officials and citizens concerning arboriculture topics; ability to formulate and make sound recommendations and written proposals; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; certification as an Arborist from the International Society of Arboriculture.

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather; and occasionally indoors in an office setting; requires travel to various locations for tree evaluation, supervision of contractors and crew, presentations, and lectures; and requires occasional evening and/or weekend work.

Class Code: 7330
EEO Code: N-07
Pay Grade: LT-17

Group: Labor and Trades
Series: Equipment and Plant Management

CLASS TITLE: WELDER

PURPOSE OF THE CLASSIFICATION: Under general supervision performs a variety of shop and field welding tasks at a skilled level and other related assigned duties.

ESSENTIAL TASKS:

- Designs, lays out, cuts, and fits metal in preparation for welding
- Welds a variety of fabricated metal parts for automotive and other types of mechanical equipment
- Welds sections of pipe fittings to withstand high as well as low pressures
- Brazes a variety of ferrous and nonferrous materials
- Inspects, brushes, and grinds welds
- Bends, forms, drills, and tempers metals
- Operates gas and electric welding equipment and a variety of other power equipment common to the trade
- Fabricates, modifies, and repairs structural components of vehicles, equipment, and traffic control devices (in some positions)
- Performs field welding to pressurized lines, including fabricating and installing collars or restraining clamps (in some positions)
- Plans and maintains inventory of structural metal and welding materials and equipment
- Performs painting, carpentry, and plumbing maintenance and repairs (in some positions)
- Assists with dead end mainline flushing and repairs at pump stations
- Makes repairs on automotive and other pieces of mechanical equipment
- Makes cost estimates for fabrication and modification repairs to all equipment
- Performs general housekeeping
- Assists in the removal of snow and de-icing (in some positions)
- Completes related paperwork as needed
- Some positions may act as a working leadperson with one or more helpers assigned to welding activities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and four (4) years experience in the welding trade, including at least one (1) year at the journeyman level; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of the techniques employed in heating, cutting, brazing, and resurfacing ferrous and nonferrous metals with acetylene and electrical welding equipment; good knowledge of the properties of various ferrous and nonferrous metals and their application to welding; good knowledge of the standard practices, materials, processes, and tools of the welding trade; some positions may require good knowledge of automotive and mechanical equipment operation, including electrical, hydraulic, and other mechanical operations; and good knowledge of the occupational hazards and appropriate safety measures. Ability to maintain and make minor repairs to acetylene and electrical welding equipment; ability to use the appropriate equipment and machinery to repair or make new parts; ability to make or work from blueprints or shop drawings, perform layout, minor design work, and repair or replace broken parts; ability to work from bucket truck in heavy traffic; ability to train others in safety practices and procedures and the proper techniques employed in the welding trade; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Skill in the use and care of tools and equipment used in the welding trade.

Physical Requirements: Physical requirements include standing and walking; frequent lifts/carries up to 44 pounds; and occasional lifts/carries up to 80 pounds; constantly lifts/carries up to 16 pounds; frequent pushing up to 10 pounds

and occasional pushing up to 60 pounds; occasional pulling up to 50 pounds; frequent balancing, bending, reaching, kneeling, and smelling; occasional crawling, climbing, and twisting; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid applicable Commercial Driver's License (CDL) with endorsements; some positions may be required to obtain a Class "D" water/wastewater license from the Department of Environmental Quality (DEQ); some positions may require certification on self-contained breathing apparatus; and some positions may require certification as a Code Welder.

WORKING ENVIRONMENT: Working environment is outdoors and indoors, and in inclement weather. May be exposed to the following: hazardous materials, animal waste/dead animals, flammable liquids, radiation, traffic, underground 20-30 feet deep, confined work areas, extreme heights, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum lines, rough terrains, cutting/chipping/grinding, hazardous/toxic atmospheres, sewage, damp/wet surfaces, snow/ice covered surfaces, snake bites, insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, confined spaces, compressed gases, high noise areas, oily surfaces, and refuse/garbage/litter; and may be required to work overtime and be on 24 hour standby.