

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: 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.

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

Group: Labor and Trades
Series: Unskilled and Semiskilled Labor

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 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 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 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.

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.

Effective date: July 1, 2000

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.