

# Central Oklahoma Master Conservancy District

## Job Description

Title: Operations and Maintenance Tech I

Reports to: Operations and Maintenance Supervisor

FLSA Status: Non-exempt

Safety-Sensitive Position: Yes

### General Description of Position

Entry level position that performs work necessary to:

- operate, repair and maintain water delivery infrastructure systems
- operate, repair and maintain heavy powered equipment
- operate, repair and maintain vehicles and powered tools and equipment
- perform routine inspection of infrastructure and equipment
- general maintenance of District property grounds at the Norman Project/Lake Thunderbird

### Specific Duties (include one or more of the following)

- Operate, repair and maintain water delivery infrastructure systems, including
  - Motors, pumps and valves for water supply delivery
  - flood control gates for water releases
    - training to be provided
  - underground aqueducts/pipelines, surge towers, pump houses, and all associated infrastructure for water supply delivery
- Operate, repair and maintain heavy equipment, including
  - Tractor and mowing/brush hog deck, zero-turn mower
  - Backhoe loader, skid steer, forklift, telehandler, etc.
- Operate, repair and maintain vehicles and small power powered tools and equipment, including
  - District fleet vehicles
  - Impact drivers, drills, reciprocating/chain/hand/concrete and other saws and cutting equipment
  - Welder, cutting torch, etc.
  - Grinder, log splitter, light duty crane, portable generator, power washer
- Build, repair and maintain fencing of various types
- Small engine repair and maintenance on a variety of equipment
- Application of herbicides and pesticides
- Varmint control
  - Nu-CO license provided
- Operate District-owned pontoon boat

- Assist in the operation, repair and maintenance of District technology, including
  - SCADA/ telemetry equipment and software
  - Variable frequency drive units (VFDs)
  - Fans, heaters and air conditioning units
  - Security/alarm systems
- Basic computer skills, including
  - Use of desktop computer
  - Data entry
  - Use of Microsoft Office products, including Excel and Word
- Establish and maintain professional and positive relationships with staff and representatives from the District cities of Norman, Midwest City and Del City
- Establish and maintain professional and positive relationships with external stakeholders, such as landowners, Bureau of Reclamation staff, Oklahoma Tourism and Recreation staff
- Establish and maintain professional and positive relationships with vendors, suppliers, contractors, etc.

#### Minimum Qualifications Required

- Education and Experience
  - Ability to understand and follow verbal and written instructions
  - High School diploma or equivalent
- Licenses and Certifications
  - Valid Class D Driver License
- Knowledge and Skills
  - Ability to operate standard equipment and tools in specialized applications
  - Interpersonal skills necessary to be courteous of fellow employees, stakeholders and the public
- Mental and Physical Abilities
  - Ability to maintain regular, predictable and punctual attendance in accordance with District policies
  - Ability to focus, concentrate and have attention to detail
  - Ability to lift and carry a minimum of 40 lbs.
  - Ability to perform work that requires continuous walking, stooping standing and climbing
    - Ability to climb into and out of confined spaces and trenches up to 20 feet deep
    - Ability to climb ladders and towers at least 20 feet in height; preferred ability to climb up to 150 feet, but not required
- Working Conditions
  - Ability to work outdoors including exposure to dirt, dust, mud, extremes of temperature, noise, fumes and odors
  - Ability to work in conditions where exposed to hazards associated with equipment, machinery, ungraded terrain and moving vehicles on roadways

- Ability to work 24 hours/day, 7 days per week as may be needed in emergency situations
- Ability to work independently