

Central Oklahoma Master Conservancy District

Job Description

Title: Operations and Maintenance Tech II

Reports to: Operations and Maintenance Supervisor

FLSA Status: Non-exempt; 40-hour work week

Safety-Sensitive Position: Yes

General Description of Position

Intermediate 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
 - 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
- 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
 - At least 4 years applicable experience
 - Can be equivalent combination of experience and knowledge/skills and/or licenses/certifications (see below)
- Licenses and Certifications
 - Valid Class D Driver License
 - Valid Class D Water and Wastewater Operator Certification from Oklahoma Department of Environmental Quality
 - Licenses and certifications applicable to District job duties preferred, but not required
- 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
 - Intermediate level knowledge of District-specific equipment, processes, infrastructure and technology
 - Possesses and demonstrates necessary experience and skill to serve as a lead technician and mentor to O&M Tech I
- 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 up to 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
 - Available to work 24 hours/day, 7 days/week as may be necessary in emergency situations
 - Ability to work independently