

# Central Oklahoma Master Conservancy District

## Job Description

Title: Senior Operations and Maintenance Tech

Reports to: Operations and Maintenance Supervisor

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

Safety-Sensitive Position: Yes

### General Description of Position

Advanced 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
- Operate, repair and maintain 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 9 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 C 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
  - Advanced 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 and II
- 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