



CLASS TITLE | MAINTENANCE MECHANIC I

PAY GRADE: LT-16 | www.cityoftulsa.org/pay

Effective Date: 07/15/2026

CLASS CODE: 8514

****THIS CLASSIFICATION INCLUDES A PAY INCREASE OPPORTUNITY - OUTLINED BELOW****

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
- Operates and maintains HVAC control system and services lighting systems
- 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
- Locates water leaks using various types of equipment and performs water sample testing
- Turns customer service on and off and acts as a working lead person over a small group of workers engaged in various construction and repair activities
- Operates fire hydrants and reads and interprets water atlas
- Troubleshoots and repairs motors, pumps, fences and other lift station equipment
- Reports 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: Must meet the following criteria:

- (a) Graduation from high school or possession of a General Educational Development Certificate (GED) ; **and**,
- (b) Three (3) years of experience relevant to the essential tasks based upon the functional area as applicable; **and**,
- (c) 1 year of operating experience

PAY INCREASE OPPORTUNITY

Employee will be eligible for a one (1) step increase upon completion of an Unlimited Electrical Journeyman license, a Journeyman Plumber license, or an Unlimited Mechanical Journeyman license and one (1) year of employment in the position.

Knowledge, Abilities and Skills:

Knowledge of:

- Materials, methods, tools and techniques commonly used in the repair and maintenance of various public facilities and service
- General plumbing, filtration, electrical, HVAC, irrigation and building maintenance work
- The hazards and safety precautions of the work
- Computer operations to effect communications and work order systems
- Chemistry and water quality issues

Ability to:

- Lead a small crew performing a variety of maintenance or construction tasks
- Read and follow written instructions
- Understand and follow verbal instructions
- 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 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; occasionally 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:

- a) Possession of a valid Oklahoma Class "D" Driver license
- b) Valid Class "A" Commercial Driver's License (CDL) with X endorsement and a 3rd Class Stationary Engineer Licenses (*Some Positions*)
- c) Certified Pool Operator Certification (*Some Positions*)



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WORKING ENVIRONMENT: Working environment is 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.

EEO Code: N-07

Group: Labor and Trades

Series: Equipment and Plant Management