



THE CITY OF OKLAHOMA CITY  
invites applications for the position of:

## GROUND MAINTENANCE OPERATOR I

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**SALARY:** \$14.73 - \$22.84 Hourly

**OPENING DATE:** 07/11/20

**CLOSING DATE:** 07/19/20 11:59 PM

### DEPARTMENT INFORMATION, JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS:

*NOTE: The normal starting salary for this position is \$14.73/hourly. A higher salary may be considered, dependent on the qualifications and experience of the selected applicant and/or the City's step placement policy.*

**This job classification has been designated as a safety sensitive job classification in accordance with the Oklahoma Medical Marijuana and Patient Protection Act, 63 O.S., § 427.1 et seq., (OSCN 2019), effective August 29, 2019.** This means employees in this job classification can be subject to disciplinary action up to and including termination if they test positive for marijuana components or metabolites, even if they possess a medical marijuana license.

Full-time employees will receive preference in the following order: major division first, then department, and then all other full-time City employees. If it is determined that no qualified full-time City employees exist, qualified part-time employees and external applicants will be considered.

This position is located in various departments with The City of Oklahoma City. This posting will be used to fill current vacancies in the **Grounds Maintenance Division** of the **Parks and Recreation Department**. However, an eligibility list will be established or supplemented for filling future vacancies, including vacancies in other departments, per provisions of the AFSCME collective bargaining agreement. This position is under the direction of an immediate supervisor. **The essential job functions include:** performing various facilities and grounds maintenance tasks utilizing vehicles, mowing equipment, and standard electrical and hand tools. Equipment operated may include tractors with attachments, forklifts, front-end loaders, packer trucks, pickups, flatbeds, dump trucks, push mowers and lawn edger's. Maintenance repair tasks are performed for basic upkeep of City grounds and buildings. Employees of this classification work both independently and in close proximity to other workers. Grounds Maintenance Operator I's must have knowledge of and the ability to follow safety practices in the operation of vehicles, tools, and equipment. The employee will complete daily work orders, safety reports, and other work related activity reports on a daily basis. Instructions are received verbally or in writing with work products subject to review by an immediate supervisor.

### VETERANS PREFERENCE

Honorably discharged veterans of the United States Active Duty Armed Forces, National Guard and Reserve Forces who are not currently employed full-time by the City of Oklahoma City shall receive five (5) points added to the passing score on an initial selection process. Qualified

applicants must upload a copy of their DD Form 214 or NGB Form 22 indicating discharge type/character of service at the time of application.

### **JOB REQUIREMENTS:**

- Knowledge of and skill in using and operating ground maintenance tools and equipment.
- Knowledge of and ability to follow safe work practices and procedures in the performance of assigned tasks.
- Skill in performing various grounds maintenance and repair tasks.
- Skill in interpreting and completing standardized forms such as project assignment sheets, etc.
- Ability to learn.
- Ability to follow oral and written instructions.
- Ability to communicate verbally and in writing.
- Ability to work independently and with others.
- Valid Commercial Driver License.

NOTE: This position may be underfilled as a Grounds Maintenance Operator Trainee. The Grounds Maintenance Operator Trainee is an interim or temporary classification for otherwise qualified individuals who do not meet the full licensing requirements of a Grounds Maintenance Operator I. Employees must obtain a Class A Commercial Driver License within twelve months after the date of hire to attain regular full-time employment. The salary range for Grounds Maintenance Operator Trainee classification is \$14.09/hour to \$21.89/hour

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

#### **WORKING CONDITIONS**

- Primarily outside; constantly exposed to heat, cold, humidity, dust, etc.
- Possibility of cuts, bruises, sprains, and fractures from moving heavy objects.
- Works from ladders or other surfaces from 4 to 12 feet above floor or ground level.
- May be required to work in confined or cramped positions 1/3 to 2/3 of the time.
- Will work near moving objects such as traffic and machinery.
- Exposed to loud and insistent noise requiring the protection of earplugs when assigned to the Will Rogers Maintenance Division.
- Possibility of occasional exposure to common allergy-causing agents such as bee or wasp stings and poison oak, ivy and sumac.
- Exposed to limited toxic conditions such as herbicides, pesticides, and fertilizers.
- Occasionally required to work overtime.
- Local travel on a daily basis.

NOTE: Typical City employee working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. However, working hours vary (may require work to begin before 8:00 a.m. and/or end beyond 5:00 p.m., and/or may require work on weekends and holidays), and are subject to change, based on the duties and location of the position and the business needs of the assigned work unit/department.

#### **PHYSICAL REQUIREMENTS**

- Strength and stamina enough to lift, push, pull, or carry objects weighing up to 90 pounds such as fertilizer, cement sacks, machinery and litter sacks.

- Stamina enough to exert oneself physically over short intervals of time in performing work such as digging ditches, mowing, and toting equipment and/or materials.
- Mobility enough to continuously move one's body from place to place.
- Manual dexterity and near vision enough to use items such as hand tools and equipment used in performing maintenance and operations tasks.
- Far vision enough to drive equipment such as trucks, tractors, to observe objects such as oncoming traffic, etc.
- Hearing and speech enough to communicate in person and by two-way radio.
- Eye-hand-foot coordination.

**OTHER NOTES:**

**NOTE:** An eligibility list will be established from this posting consisting of applicants who receive a score of 70 percent or better. Multiple selection procedures may be utilized; a minimum of 70 percent or better will be required on each; and the results of multiple selection procedures will be equally weighted. The eligibility list will be in effect for 180 days from the date of the final selection procedure and will be used to fill future vacancies.

**NOTE:** City employees are required to receive pay electronically, either via direct deposit or pay card.

**NOTE:** Full-time employees on the Interdepartmental lateral transfer/voluntary demotion list who are interested in this position must submit an application through the standard process.

**NOTE TO FORMER EMPLOYEES:** To participate in any selection process, former employees must be eligible for rehire. If you are unsure of your rehire status, please contact the Personnel Department at (405) 297-2530. If your rehire status has been coded "Not Eligible," "Eligible 3," or "Conditional," you will need to request a review of your rehire status through the Personnel Department's Labor Relations Division.

**NOTE:** Upon a conditional offer and acceptance of employment, the City of Oklahoma City will conduct a background investigation/verification. Applicants will be provided contact information for any third-party reporting agencies used to collect background information in connection with conditional offers of employment.

**NOTE:** Applicants will be provided a copy of the City of Oklahoma City's Drug and Alcohol Testing Policy upon conditional offer and acceptance of the position and prior to being directed for a health screen/physical examination and drug test. Full time City employees currently occupying a job classification requiring a Commercial Driver License will not require retesting.

**NOTE: Completion of the supplemental questions is required. Applicant responses to supplemental questions must specifically answer the questions asked. Responses to supplemental questions must be supported by work history/information listed on the application/resume. Applications may not be reviewed if specific responses to supplemental questions have not been provided.**

**AN EQUAL OPPORTUNITY EMPLOYER**

If you require reasonable accommodation at any time during the hiring process, please notify one of the Human Resources Department Representatives by calling 405-297-2530.

**Recruiter:** RL

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APPLICATIONS MAY BE FILED ONLINE AT:

[www.okc.gov](http://www.okc.gov)

Position #202000408A  
GROUNDS MAINTENANCE OPERATOR I

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420 West Main Street  
2nd Floor  
Oklahoma City, OK 73102  
405.297.3882

[careers@okc.gov](mailto:careers@okc.gov)

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### **GROUNDS MAINTENANCE OPERATOR I Supplemental Questionnaire**

- \* 1. Can you meet the essential job functions, job requirements, working conditions, and physical requirements of this position as stated on the vacancy announcement with or without reasonable accommodation? NOTE: If you require reasonable accommodation at any time during the hiring process or while employed with the City of Oklahoma City, please notify a Human Resources Department Representative by calling 405-297-2530.
  - Yes
  - No
- \* 2. What type of valid driver license do you possess?
  - I do not possess a valid driver license.
  - Class A CDL
  - Class B CDL
  - Class C CDL
  - Valid Driver License (Operator)
- \* 3. If you have knowledge of and skill in using and operating ground maintenance tools and equipment, please describe this knowledge and skill. Where and when did you gain this knowledge and skill, and how have you applied this skill? If you do not have this knowledge and skill, type in N/A.
- \* 4. If you have knowledge of and demonstrated ability to follow safe work practices and procedures in the performance of assigned tasks, please describe this knowledge. Where and when did you gain this knowledge? If you do not have this knowledge, type in N/A.
- \* 5. If you have skill in performing various grounds maintenance and repair tasks, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- \* 6.

If you have skill in interpreting and completing standardized forms such as project assignment sheets, etc., please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.

\* Required Question