



**Job Title:** Preventive Maintenance, Craftsperson

**Department:** Maintenance  
**Reports To:** Maintenance Manger  
**Grade:** MT-14  
**Number of Days:** 12 Months  
**Security Access:** None  
**Current Date:** February 20, 2014  
**Overtime Status:** Non-Exempt

---

**Job Objectives:** Maintain all mechanical equipment through a comprehensive preventive maintenance program on a continuous basis.

**Minimum Qualifications:**

- High school diploma or its equivalent.
- Maintain a current city and state mechanical journeyman's licenses.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- A PM Craftsperson will be required to complete job assignments effectively, maintain a preventive maintenance program.
- Must have a minimum of 5 years' experience in preventive maintenance of HVAC equipment.
- Must have thorough understanding of current city codes and EPA regulations.
- Must have the ability to perform routine preventive maintenance and inspections of HVAC equipment and systems including rooftop units and chillers.
- Must be organized and able to follow work schedules and report day-to-day operations to the shop supervisor.
- Must be able to complete all assigned work orders in a timely manner including the reporting of labor, material cost and any pertinent notes/information.
- Other duties may be assigned.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Must be able to climb ladders and balance equipment supplies.
- Have the ability to lift a minimum of 50 lbs. by yourself.

**Supervisory Responsibility:** None.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Must be able to work outside in extreme heat/cold and on the roof top of district buildings.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.