

FRANCIS TUTTLE

Full-Time Personnel Job Description

Job Title: Mechanical Journeyman (Licensed)

Date: October 29, 2025

Department: Facility Management

Prepared By: Matt Bilyeu

Reports Directly To: Plant Manager

Position Closing Date: Open Until Filled

Job Group: N

Salary Range: *\$50,089-**\$63,039

☐ Exempt

☐ Certified

☒ Non-Exempt

☐ Grant Funded

Primary Function of Position:

Diagnose, repair, and perform preventative maintenance on multiple types of hydronic systems across the district. Also includes small split systems and geothermal heat pump systems.

Embrace the Francis Tuttle Culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Respect and Responsibility.

Essential Job Functions:

1. Operates, maintains, and repairs chillers, boilers, pumps, air handlers, and equipment associated with these systems.
2. Performs ongoing maintenance for all items on the maintenance schedule while documenting all work completed or in progress.
3. Maintains and trouble shoots Energy Management and Direct Digital Control Systems.
4. Ensures all Heating, Ventilation, and Air Conditioning (HVAC) work performed on systems installed and/or modified meet or exceed all mechanical code requirements.
5. Assists other departments as necessary.
6. Ability to be present on the job as described under working conditions and contract details.
7. Other duties as assigned.

Knowledge, Skills, and Abilities:

- High school diploma or equivalent required.
- Unlimited Mechanical Journeyman license, with a minimum of three years work related experience.
- State Class I and/or Class II boiler license preferred.
- General knowledge of chillers, boilers, pumps, controls and all other associated equipment required.
- Have the ability to understand and use building automation systems, preferably Tridium's Niagara.
- Read and understand blueprints, one-line diagrams and be able to make changes and modifications to systems as needed.
- Travel across the District is required. Must possess and maintain a valid Oklahoma driver's license, and have an acceptable driving record.
- Must have the ability to acquire and maintain a Fork Lift Training Certificate (training provided) and other lifts within first three months of employment.
- Must be self-motivated with ability to work effectively both independently and in a team setting with limited supervision and direction.
- Ability and desire to maintain/manage an efficient, well-organized work area.
- Ability to excel in a fast-paced work environment by prioritizing tasks and projects.
- Ability to understand and meet critical deadlines.

- Exceptional verbal and written communication skills.
- Strong flexibility, time management, and organizational skills.
- Ability to manage multiple tasks or projects with a sense of urgency.
- Anticipate needs, be resourceful and have ability to build strong employee partnerships within the organization.
- Ability to consistently deliver superior customer service and work quality to internal and external customers.

Working Conditions:

Strenuous physical effort required. Lifting up to 10-40lbs unassisted and occasionally lift and/or move heavier items utilizing a team lift. Position requires prolonged standing, walking, driving, and reaching. Concentrated visual effort is required. Extensive communication with internal and external customers. Repetitive use of hands/motion and have manual dexterity, finger dexterity, and multi-limb coordination. Job will require working from a ladder. Long periods of sitting and standing. Reliable, dependable and punctual attendance. This is not an exhaustive list and reasonable accommodations will be made as needed.

Organizational Relationship:

Full-time, non-exempt personnel position reports directly to the Plant Manager and indirectly to the Director of Facility Management. Evaluated annually in accordance with the provisions of the Board's policy.

Contract Details:

Twelve-month contract subject to annual renewal. Working days and hours are Monday through Friday, 8:00 a.m. – 4:30 p.m. This position is subject to after-hour and on-call emergencies.

Benefits:

Francis Tuttle offers a comprehensive benefit package for full-time employment to include paid health and dental insurance, monthly supplemental benefit compensation of \$465, employee leave plan with family friendly work calendar and 100% contribution into Oklahoma Teachers Retirement System. The district will match up to 2% of monthly, base salary with a 403b or 457 retirement plan (base salary does not include stipends or extra duty).

* *Starting salary represents individuals who are in early stages of career, newer to the role, working toward increasing proficiency.*

** *This range represents individuals who are fully experienced and qualified, demonstrate sustained performance for a period of time and exhibit full proficiency in all aspects of their role.*

Contact:

Human Resources
12777 N. Rockwell Avenue
Oklahoma City, Oklahoma 73142
(405) 717-4625

Only persons of interest will be contacted.

Position open until filled.

Disclaimer:

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified."

Equal Opportunity E-Verify Employer