FRANCIS TUTTLE

FACILITY MANAGEMENT & DEVELOPMENT

JOB DESCRIPTION

Job Title: Maintenance II- Construction Trades
Department: Facility Management
Reports Directly To: Director, Facility Management

Date: June 25, 2026
Prepared By: Matt Bilyeu

Position Closing Date: Open until filled

Job Group: H
Salary Range: *$34,326 - **$42,978

☐ Exempt ☐ Certified
☒ Non-Exempt ☐ Specially Funded

Primary Function of Position: Responsible for skilled work relating to the construction, maintenance, and repairs of various buildings, structures, and fixtures of the school district's facilities.

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. Repairs tables, chairs, benches, counters, lockers, shelves, doors, and window frames; performs some cabinet work.
2. Assembles and mount wall hangings and pictures in a professional manner throughout the campuses.
3. Responsible for ceiling painting, ceiling grids and tiles, repairs, and inventory of all related materials.
4. Repairs or replace drywall, including taping, mudding, texturing, and painting.
5. Safely use and operate tools and equipment to include: hand tools, various power saws, planers, joiners, routers, drills, and a drill press.
6. Performs miscellaneous building responsibilities including: moving and assembly of furniture/equipment; changing of light bulbs and ballasts; safety inspections; wall repairs, carpet repairs, ceiling tile replacement, door and window repair, replace plumbing parts, minor custodial duties, lawn and ground maintenance, changing air filters, and other related activities as assigned.
7. Assists lead persons with carpentry, plumbing, electrical, grounds, and HVAC work.
8. Drive trucks, personnel lifts, forklifts, and other vehicles to pick-up and deliver supplies, equipment, and other materials.
9. Manages projects including getting estimates and placing purchase requisitions. Oversee the scopes and direction of the project making sure work is performed to standards.
10. Ability to be present on the job as described under work conditions and contract details.
11. Other duties as assigned.

Knowledge, Skills, and Abilities:

- High school diploma or equivalent required
- Three years' experience in related field.
- This position requires both possession of a valid Oklahoma Driver's license and the ability to independently drive to meetings, training locations, and other District campuses. The employee must also remain in compliance with District driving record policies.
- Read and understand blueprints, and be able to make changes and modifications to systems as needed.
- Ability to work independently and in a team environment.
- Must be able to communicate well with internal and external customers and meet their needs.
- Will travel to and from other campus locations.
- Possess a valid Oklahoma driver's license, and have an acceptable driving record
- Must have the ability to acquire a Fork Lift Training Certificate (training provided) within first three months of employment
- Ability to work independently 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
- Ability to consistently deliver superior customer service and work quality to internal and external customers
- 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

Working Conditions:

Strenuous physical effort required. Ability to lift 10-75lbs with lift assistance; Position requires prolonged standing, walking, and reaching; Low-level machine noise is encountered the majority of every day; 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. 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 Director, Facility Management. Evaluated annually in accordance with the provisions of the Board's policy.

Contract Details: Twelve month, subject to annual renewal. Working days and hours are Monday through Friday, 7:30 a.m. – 4:00 p.m.

Benefits:
Francis Tuttle offers a comprehensive benefit package for full-time employment to include paid health and dental insurance, monthly supplemental benefit compensation of $500, 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.

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