

Oklahoma Department of Corrections
Unclassified Job Descriptor

Maintenance Coordinator

Basic Purpose:

Positions in this job are assigned responsibilities for planning, coordinating, and directing overall activities related to the construction, renovation, preventative maintenance and repair of facility buildings, grounds, and equipment.

Typical Functions:

- Conducts inspections of buildings, premises and equipment; determines requirements for maintenance, construction or renovation projects; makes estimates of costs for labor and materials; inspects work in progress and upon completion.
- Evaluate bids on projects; prepares specifications for standard and specialized equipment, supplies and vehicles.
- Completes reports of equipment operations, of installation and maintenance work performed and of materials, supplies and equipment used.
- Assists in completing surveys of agency buildings and structures in order to develop a maintenance schedule and to ensure the adequate maintenance of existing facilities.
- Maintains ongoing communication with staff and facilities. Informs Director of Construction and Maintenance and Facilities Maintenance Operations Manager of pertinent matters regarding staff and work projects. Prepares monthly maintenance update reports.

Knowledge, Skills, and Abilities:

Knowledge of supervisory principles and practices; of the maintenance and repair of buildings, grounds or utility systems, such as heating or steam generating, refrigeration, sewage, water treatment or electrical power generating and distribution; and of building codes. Ability is required to analyze maintenance needs; to set priorities for crews of workers; to communicate effectively, both orally and in writing; and to establish and maintain effective working relationships with others.

Education and Experience:

Statutorily Required: N/A

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Minimum Qualifications: Five years of experience in skilled building trade or maintenance work involving the construction, maintenance, alteration and/or repair of buildings, grounds and utilities, including two years in a supervisory capacity; including two years of supervising employees or contractors in one of the fields listed above; or an equivalent combination of education and experience, substituting one year of college or technical school training in the building or construction trades for each year of the required non-supervisory experience.

Applicants must be willing and able to perform all job-related travel normally associated with the position.

Special Requirements:

This may include individuals with a contract license that the agency has a need.