

Oklahoma Department of Corrections
Unclassified Job Descriptor

MAINTENANCE TECHNICIAN

Basic Purpose:

Positions in this job are assigned responsibilities related to the construction, maintenance, repair or upkeep of buildings, grounds or other department property. This may include assisting in the construction or renovation of buildings, general maintenance and upkeep of plumbing, heating, air conditioning, electrical and other systems, and minor repairs to machinery or other equipment.

Typical Functions:

- Performs carpentry work in the construction or renovation of buildings or additions to existing structures; alters and repairs doors, floors, partitions, stairways, windows, screens, and other fixtures; maintains and repairs roofs.
- Installs, replaces, alters, maintains and repairs plumbing fixtures such as sinks, traps, faucets; makes minor repairs to laundry equipment, sterilization equipment, kitchen equipment and other equipment using water, steam air, or other feed line and return or waste disposal lines.
- Maintains and repairs light fixtures, receptacles and switches; replaces light bulbs; maintains generators and motors; oils and cleans motors; troubleshoots and makes electrical repairs not requiring a license; maintains and makes minor repairs to various types of heating, refrigeration and air-conditioning equipment, such as components, pumps, fans, humidifiers, electric motors, and heat exchangers.
- Installs and maintains locks and other security devices; repairs or replaces tumblers, springs and other parts; cuts new or duplicate keys; uses files, hand tools and special equipment to change combinations or shorten tumblers.
- Constructs, maintains and repairs concrete and other foundations; builds retaining walls, walks, stairways and similar projects; mixes mortar and lays common brick, face brick, cinder brick, concrete block, stone or other materials.
- Operates, maintains and repairs various types of equipment used in construction and maintenance of building and grounds, such as trucks, tractors, bulldozers, power shovels, cranes or semi-trailer tractors, fork lifts, mowers and edgers.

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Knowledge, Skills, and Abilities:

Knowledge of the materials, methods, tools and equipment used in various building and maintenance trades; and of hazards and safety precautions related to the trade in which work is performed. Skill is required to use tools and equipment; to maintain and repair various types of materials and equipment; and ability is required to follow written and oral instructions.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Five years of experience in one or more of the building trades or an equivalent combination of education and experience.