

TCSO Maintenance Technician

Location: David Moss Criminal Justice Center, Tulsa, OK

Openings: 1

Job Definition: Under general Supervision, performs maintenance of the David L. Moss Criminal Justice Center as well as the Court Holding facility.

Job Grade: B05

Description: Maintains and repairs air handling units. Adjusts manual controls to bring equipment into recommended operating range. Maintains records of each unit. Maintains and repair computers, loads operating systems and software. Troubleshoots electronic door controls as well as other electronic systems. Performs electrical repairs. Replaces light bulbs and ballasts. Performs door closers. Troubleshoots electric door locks. Performs general building maintenance such as painting and repairing walls, patching roof, replacing ceiling tiles, repairing chairs and desks. Repairs and replaces windows. Moves furniture and equipment as needed. Performs cement work such as patching, repairing, and finishing work. Performs general building maintenance and repair. Lays or replaces carpet and floor tile. Operates light equipment, backhoe and tractor to move dirt, snow, etc. Maintains records. Maintains a clean work environment. Prepares estimate and needs for projects. Performs other duties as assigned.

Required Skills: Skill in maintenance and repair of buildings; in construction; in analyzing and evaluating needs and requirements; compressors, pumps and motors; and of repair and maintaining security of inmates. Knowledge of computers, electronics and electronic controls; of minor electrical repair; of cement work; of carpet and tile work; of desk and chair repair; of window repair and replacement; of locks and re-keying cylinders; of lighting fixtures, of heating and air conditioning operations; of electrical codes; of mechanical and non-mechanical equipment; of interdepartmental correspondence; of departmental policies, rules, and regulations pertaining to jail operations; of detention operation procedures; of the hazards and safety precautions of work; and of required records. Ability to utilize tools, maintain strict tool control and to understand and carry out verbal and written instructions. To operate pneumatic and manual controls, to read and record data from gages and meters; to gain respect and cooperation of others; to keep alert and vigilant; to handle stressful situations; to deal tactfully with others; and to install, maintain and repair electrical and nonelectrical equipment/materials; to operate backhoe and tractor; to assemble, install and repair window, doors and locks; to complete basic building repairs; to maintain physical stamina necessary to perform manual labor; and to read blueprints.

Education / Experience: High school diploma or general education degree (G.E.D.). Broad trade knowledge of building maintenance equivalent to training received in a formal apprenticeship program in electrical, plumbing, mechanical or construction field; of computers, operating systems, applications and electronically controlled systems and three years of qualifying experience.

Licenses/Certificates: Valid Oklahoma Driver's License

Salary Range: \$2,943.00 per month

Work Schedule: Must be able to work 1st, 2nd or 3rd shift at 24 hour facility.