

TULSA COUNTY

Job Description

Job Title: Maintenance Technician
Department: Sheriff – Detention -Support Services
Reports To: Maintenance Supervisor
FLSA Statue: Non-Exempt
Job Title Code: C230
Last Review: 01/24/2020
Grade: D05

DEFINITION

Under general supervision, performs maintenance of the David L. Moss Criminal Justice Center.

EXAMPLES OF WORK PERFORMED

Installs, maintains and repairs air handling units. Adjusts manual and automated controls to bring equipment into recommended operating range. Maintains records of each unit. Troubleshoots air handling system when failure occurs. Performs minor electrical repairs. Replaces light bulbs and ballasts. Performs minor plumbing repairs and replacements. Installs, maintains and repairs locks, doors and 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. Prepares estimate and needs for projects. Performs other duties as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES

Skill in maintenance and repair of buildings; in construction; in analyzing and evaluating needs and requirements; in replacement and repair of light bulbs and fixtures; in general building maintenance, in plumbing repair or replacement: in repair and maintenance of heating and air handling units, pumps and motors; and of repair and replacement of locks, doors and door closers; in application of jail security techniques; and in maintaining security of inmates. Knowledge of minor electrical repair; of cement work; of carpet and tile work: of repair of desks and chairs; of window repair and replacement; of locks and re-keying; of lighting fixtures, of heating and air conditioning operations; of electrical repair; of plumbing; of general building maintenance; 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 the work; and of required records. Ability to utilize tools, 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 utilize sample tools, to operate backhoe and tractor; to assemble, install and repair windows, doors and locks; to complete basic building repairs; to deal tactfully and courteously with others; to maintain physical stamina necessary to perform manual labor; and to read blueprints.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED), Broad trade knowledge of building maintenance equivalent to training received in a formal apprenticeship program in electrical, drywall, locksmith, plumbing, mechanical or construction field.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Oklahoma Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and balance; walk; use hands to finger, handle, grip, or feel; reach with hands and arms; talk or hear; and taste and have the ability to smell three odors associated with danger. The employee is occasionally required to sit; run; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move to 25 pounds. The employee must occasionally lift and/or move 50 pounds to more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision which allows employee to decipher between different uniforms worn by inmates, peripheral vision, depth perception, and ability to adjust focus. Employee must be able to perform job duties while wearing gear weighing 10 pounds or more for extended periods of time.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to high, precarious places; fumes or airborne particles; tight or restricted spaces and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

