



General Maintenance Specialist

Job Code: 6768

Salary Grade: S06

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Performs a variety of duties involving general facilities maintenance. Performs routine maintenance and repair to facilities under minimal supervision in areas such as electrical, plumbing, HVAC, swimming pools, food service equipment, landscape, paint, and carpentry.

- Performs maintenance duties such as basic plumbing, electrical, heating, air conditioning, swimming pool maintenance and repair, paint, carpentry and landscape activities.
- Cleans the work area.
- Identifies emergency repairs beyond his/her skill level in order to summon on-call assistance using defined procedures.
- Performs minor equipment repair.
- Completes required forms and logs.
- Performs tasks using small hand tools and power equipment.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: None.

Experience:

Required: None.

Certifications or Licenses:

- Valid Oklahoma Driver's License in order to drive University vehicles or ability to obtain within 30 days from hire date

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Basic math and computer skills
- Ability to communicate verbally and in writing
- Ability to accurately read and understand written materials and instructions
- Ability to update written records, including computerized records

Working Conditions

Physical:

Climbing ladders, working at heights. Shoveling snow from doorways and sidewalks. Lifting and carrying loads up to 100 lbs. Prolonged standing and walking. Working with insulation such as fiberglass. Climbing stairs, including carrying while climbing. Excessive stooping and bending. Manual dexterity.

Environmental:

Painting and exposure to chemicals associated with paint. Exposure to odors. Exposure to disagreeable tasks or conditions. Working in very tight areas/cramped enclosures. Exposure to hazardous chemicals. Work may involve night, weekend, shift or overtime work. May be designated as an essential position during emergency closures. May be required to remain on campus overnight during weather or other emergencies.

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