Equipment Operations Maintenance Person II (0797)

**Basic Purpose/Job Function:** Performs mechanical and electrical maintenance and repair services on University-owned motorized vehicles and heavy equipment.

**Examples of Titles Replaced:** Custodial Equipment Repairperson

**Typical Functions May Include:**

1. Performing the duties of Equipment Operations Maintenance Technician I.
2. Performing electrical and mechanical maintenance on equipment
3. Performing preventive maintenance on equipment involving greasing, cleaning and general appearance of equipment
4. Rebuilding equipment using functioning parts salvaged from equipment that cannot be repaired
5. Ordering parts needed through purchase orders or outside vendors
6. Advising on new equipment purchases
7. Inspecting new equipment to ensure proper operation
8. Performing other related duties as assigned

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others:** Has no regular supervisory responsibility.

**Supervision Received:** Receives direct supervision from a designated person.

**Minimum Qualifications:**

- **Education:** High School diploma or GED
- **Experience:** 6 - 18 months  
  **Type:** Automotive and equipment repair and servicing.
- **Skills:** Ability to perform basic math functions; communicate orally and in writing as required to exchange information; read and understand basic written materials; basic computer skills; able to understand and utilize technical publications, repair manuals and the computer system to make advanced repairs.
- **Special Requirements:** Regular exposure to disagreeable conditions, extreme temperature changes, odors and loud noises; regularly stands, lifts, bends, stoops, lifts above shoulders and carries 30 or more pounds, exposure to heavy lifting up to 100 pounds: wear and maintain personal protective equipment; background and drivers license check required upon offer of employment. Drug and alcohol test required. Must pass respiratory physical.
- **Licenses:** Valid Oklahoma State driver’s license; willingness to obtain commercial drivers license upon employment.
- **Certifications:** Determined by nature of job and/or department
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Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.