

**MAINTENANCE WORKER (PART-TIME)  
LABORER III  
(Hourly)**

**JOB SUMMARY:** The Maintenance Worker (part-time) position will provide general maintenance support for the facility and grounds of the Oklahoma Aquarium. This position reports to the Facility Supervisor and/or Deputy Director.

This is a safety sensitive position and as such, medical marijuana is not permitted.

**MAJOR RESPONSIBILITIES/ACTIVITIES:**

- Demonstrate working knowledge of general maintenance tools, such as screwdrivers, wrenches, etc.
- Working knowledge of minor electrical repair.
- Working knowledge of HVAC systems, in order to troubleshoot issues and perform required maintenance.
- Perform minor maintenance duties including, but not limited to painting, dry wall and installation.
- Demonstrate an excellent working knowledge of safe and proper use of hand tools, power tools, and any other equipment used in daily activities.
- Assist in maintenance and repair of building and exhibits.
- Conduct routine preventative maintenance of Oklahoma Aquarium facilities and equipment.

**ADDITIONAL RESPONSIBILITIES/ACTIVITIES:**

- Must have attention to detail.
- Must have good recordkeeping skills.
- Recommend improvements in areas of responsibility.
- Demonstrate professionalism at all times.
- Ability to follow oral and written instructions effectively.
- Ability to climb ladders and perform minor work safely.
- Ability to communicate effectively with co-workers and the public.
- Perform other related duties as assigned.

**MINIMUM AND PREFERRED REQUIREMENTS:**

- High school diploma or equivalent; and one year of maintenance related work.
- Familiarity with HVAC and electrical systems.
- Maintain valid Oklahoma Driver License.
- Insurable driving record.
- Must be able to lift and carry up to 50 pounds of weight, moving object 20 feet in distance.
- Must be organized and self-motivated.

**WORKING ENVIRONMENT:**

The duties of the Maintenance Worker (Part-time) will be performed inside and outside of the Oklahoma Aquarium and may be exposed to inclement weather. The employee may be required to stand/work for long periods of time in adverse conditions (cramped spaces, cold water, and wet environment). The employee may also come in contact with hazards associated with the field operations including but not limited to, heat, cold, rain, or snow.

**Physical:** Primary functions require sufficient physical ability to work indoors/outdoors and operate related equipment. Continuous standing, with upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist. Frequent squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals. Frequent lifting of 80 pounds while working in adverse conditions (cramped spaces, fluctuating outside temperature and weather, and at times a wet environment). Must possess the ability to lift up to 50 pounds and carry a distance of 20 feet.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.