

**MAINTENANCE WORKER (PART-TIME)****LABORER III****RANGE A-17 (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.

**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 both indoors and outdoors and may be exposed to inclement weather. The employee may be exposed to adverse conditions associated with the job requirements of this position.