

**FACILITIES MAINTENANCE COORDINATOR I  
MAINTENANCE WORKER (FULL TIME)  
(Hourly)**

**JOB SUMMARY:** Under the supervision of the Facilities Supervisor the full-time Maintenance Worker will provide general maintenance support to the Oklahoma Aquarium and grounds. This is a full-time, hourly position generally expected to work at least one weekend day with some nights and holidays required.

**MAJOR RESPONSIBILITIES/ACTIVITIES:**

- Skills to use general maintenance tools, such as screw drivers, wrenches, etc.
- Ability to perform minor electrical repair.
- Working knowledge of HVAC systems in order to trouble shoot issues and perform required maintenance.
- Perform minor maintenance duties including painting, dry wall and installation.
- Knowledge of basic plumbing.
- Ability to follow oral and written instructions effectively.
- Ability to work independently with little supervision.
- Ability to climb ladders and perform minor work safely.
- Ability to follow safety practices, including handling of caustic chemicals.
- Ability to communicate effectively with co-workers and the public.

**ADDITIONAL RESPONSIBILITIES/ACTIVITIES:**

- High degree of concentration and attention to detail.
- Good record keeping skills.
- Ability to contribute positively to a diverse and equitable work environment.
- Develop collaborative, productive, and respectful relationships with employees.
- Recommend improvements in area of responsibility.
- Demonstrate professionalism at all times.
- Perform other related duties as requested.

**MINIMUM AND PREFERRED REQUIREMENTS:**

- Valid Oklahoma Driver's License
- High School Diploma or GED
- Familiarity with HVAC and electrical systems
- Insurable driving record
- Lifting up to 50 pounds of weight and carry 20 feet
- Work inside and outside

**WORKING ENVIRONMENT:**

The duties of the full-time Maintenance Worker 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.

**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.