

Oklahoma Department of Corrections
Unclassified Job Descriptor

MAINTENANCE SPECIALIST

Basic Purpose:

Positions in this job are assigned responsibilities for planning, coordinating and directing overall activities related to the construction, renovation, maintenance and repair of state-owned buildings, facilities, grounds and equipment.

Typical Functions:

- Conducts inspections of buildings, premises and equipment; determines requirements for maintenance, construction or renovation projects; makes estimates of costs for labor and materials; inspects work in progress and upon completion for code compliance.
- Evaluates bids on projects; prepares specifications for standard and specialized equipment, supplies and vehicles.
- Prepares cost estimates on future capital improvement projects; reviews plans and construction documents.
- Completes reports of equipment operations, of installation and maintenance work performed and of materials, supplies and equipment used.

Knowledge, Skills, and Abilities:

Knowledge of the building trades; of the construction, maintenance and repair of buildings, grounds or utility systems, such as heating or steam generating, refrigeration, sewage, water treatment or electrical power generating and distribution; and of building codes. Ability is required to analyze maintenance needs; to set priorities for crews of workers; to communicate effectively, both orally and in writing; and to establish and maintain effective working relationships with others.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Five years of experience in skilled building trade or maintenance work involving the construction, maintenance, alteration and/or repair of buildings, grounds and utilities, including two years in a supervisory capacity; or two years supervising inmates in a correctional facility; or an equivalent combination of education and experience, substituting one year of college or technical school training in the building or construction trades for each year of the required non-supervisory experience.