



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> PROPERTY TECHNICIAN	<b>Grade:</b> 9
<b>Division:</b> ADMINISTRATION	<b>Job Code:</b> 3153
<b>Reports To:</b> Property Manager	<b>FLSA Status:</b> Non-Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES:

Under the supervision of the Property Manager, is responsible for general maintenance and minor building repairs, both inside and outside, including care of the grounds and sprinkler system. Schedule contractors for major repairs as needed at the Central Office. Pick up mail at the Post Office, deliver the bank deposits daily and serve as Department courier. Monitor and schedule preventive maintenance on pool vehicles. Assist in preparing and conducting vehicle and surplus equipment auctions. Supervise janitorial staff and assist in the mail room. Must be able to work independently, follow instructions and be self motivated. May be required to perform other duties as assigned by Supervisor.

### JOB DUTIES:

Pick up mail at a designated Post Office each morning.

Inspect the equipment room daily for any mechanical failures or maintenance needed. Perform maintenance and repairs as needed.

Inspect the grounds for litter and vandalism daily, and make visual checks of inside of the building and make repairs as needed.

Maintain janitorial staff schedules and time sheets.

Supervise summer help.

Check the flags daily and replace when necessary and keep a supply of American and State flags in stock.

Make occasional trips to the State Capitol to pick up and deliver correspondence for the Department.

Will, on occasion, help the Property Manager in distributing uniforms, vehicle sales and inventory.

May be asked to perform light janitorial duties that cannot be accomplished in the evening.

Perform minor repairs on office furniture and fixtures. Perform minor plumbing, electrical, and carpentry jobs.

Maintain a standard P-card and make routine purchases for section according to OK state law.

Complete seasonal painting of Headquarters and warehouse.

Maintain pool vehicles, records, and maintenance.

### Must have the ability to:

- Lift and carry materials up to 50 pounds.
- Handle and use power tools (electric hand saws, drills, grinders, etc.), operate vehicles (2/4 wheel drive, automatic/standard, with trailer attached), riding or push lawn mowers, forklift, and other various types of lawn and building maintenance equipment.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, and other agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Walk or jog over rough terrain for extended periods.
- Use personal computer and various office equipment.

- Work extended hours, weekends, and work outdoors in extreme weather. May be required to stay overnight out of town.

**Requirements:**

**Education:** Must have a High School diploma or its equivalent and up to two years formal training in a specialty or trade school or equivalent.

**Experience:** Requires one year experience in a related field (such as building maintenance, fleet management, or construction.). Five years specific job related experience may substitute for the formal education requirement.

**Knowledge and Skills:** Knowledge of lawn care and gardening methods, such as planting, pruning, and spraying is required and the use of machines, tools and materials in lawn care and gardening; of greenhouse and nursery techniques; knowledge of turf care and of the various plant diseases and their control.