



## **JOB OPENING NOTIFICATION**

**POSITION:** Facility Maintenance Technician  
**ISSUED:** January 14, 2022  
**CLOSE:** Until Filled

The Oklahoma Educational Television Authority (OETA) announces the opening of a full-time position titled **Facility Maintenance Technician** located in **Oklahoma City**. The most qualified candidates will be contacted for an interview. OETA is a statewide public television network. The network has four full power and 14 low power translator sites around the state.

### **RESPONSIBILITIES**

- The position will require the regular inspection of the OETA facilities located at our OKC home office and other OETA owned remote building locations around the State of Oklahoma. Inspections must include the building electrical, HVAC, plumbing, roof, interior and exterior to include changing of light bulbs, light fixtures, and ceiling tiles.
- Must have carpentry skills and can safely use power tools to make necessary building repairs.
- Ability to perform regular maintenance on all HVAC systems to include the cleaning of coils and replacement of filters.
- Ability to perform regular maintenance of the emergency generator systems located at the OETA Studio, Tulsa Studio, KETA American Tower Site, Cheyenne KWET Transmitter Site, Tulsa KOED and Eufaula KOET transmitter sites. Must have the knowledge to change oil, oil filters, air filters, and fuel filters on regular scheduled maintenance plan. Scheduled maintenance plan must include generator run-ups under full load test.
- Must have experience and safety knowledge to work around high voltage electrical systems.
- Perform regular inspections of fire extinguishers to include the replacement/recharging of extinguishers located around the building.
- Some overnight travel may be required for maintenance to sites.
- Able to perform general grounds maintenance such as weeding/spraying, planting, and tree trimming as needed.
- Able to perform janitorial work as needed in the absence of the janitorial services when they are not available. This position may require some weekend and night work as needed.
- Other duties as assigned.

### **QUALIFICATIONS**

- Ability to work independently when making repairs or doing scheduled maintenance to the OETA facilities.
- Minimum of two years' experience working in building maintenance or related field.
- Must be able to kneel, lift and carry equipment up to 50lbs. Must be able to climb ladders as required in performing job task.
- Have a valid Oklahoma driver's license
- Knowledge of heating and cooling systems is desired
- Knowledge of emergency power systems is desired
- Carpentry skills and the proper use of power tools are required

### **COMPENSATION**

Hourly salary: \$35,000 per year

**HOW TO APPLY:** Send cover letter, application, and resume to OETA, Human Resources, P.O. Box 14190, Oklahoma City, OK 73113. (405)848-8501. Applications can be downloaded from [www.oeta.tv](http://www.oeta.tv) or in person at 7403 N. Kelley Avenue, Oklahoma City, Oklahoma.

**OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**