



7403 N. Kelley Ave., Oklahoma City, OK 73111

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## JOB OPENING NOTIFICATION

**POSITION:** Part-Time Maintenance Technician

**ISSUED:** June 11, 2026

**CLOSE:** Until filled

The **Oklahoma Educational Television Authority (OETA)** is seeking a skilled and reliable **part-time non-exempt Maintenance Technician** to join our dedicated team. This position will oversee the general maintenance, repair, and upkeep of our **Oklahoma City** facility and grounds. This position is responsible for ensuring a safe, functional, and well-maintained environment by performing routine building trades work, preventative maintenance, and grounds care.

## RESPONSIBILITIES

- **Facility Maintenance & Repair:** Repair doors, floors, partitions, windows, screens, and other building fixtures. Perform light cosmetic upkeep, including patching drywall, painting, and replacing ceiling tiles.
- **Systems Upkeep:** Perform general maintenance and minor repairs on plumbing, electrical, heating, refrigeration, and air conditioning systems.
- **Electrical & Plumbing Fixtures:** Maintain and repair sinks, traps, and faucets. Maintain and repair light fixtures, receptacles, and switches; replace light bulbs and assist with routine generator maintenance.
- **Security & Locks:** Install, maintain, and repair locks and other facility security devices.
- **Equipment Operation:** Safely operate, maintain, and repair various tools and equipment used in building construction, groundskeeping, and facility maintenance.
- **Logistics & Grounds Support:** Assist with internal office moves, including safely moving heavy equipment, desks, cabinets, and office materials. Ensure general upkeep of the property grounds.
- **Vendor Coordination:** Coordinate and communicate with outside maintenance contractors and lawn care crews as needed to ensure external services are completed satisfactorily.
- **Collaboration:** Ability to perform other related duties as requested.

## Knowledge, Skills, and Abilities

- Practical knowledge of the materials, methods, tools, and equipment used in various building and maintenance trades (plumbing, electrical, HVAC, and carpentry).
- Strong understanding of occupational hazards and standard safety precautions related to facility maintenance and equipment operation.
- Ability to understand, follow, and execute clear written and oral instructions.

- Ability to perform physical labor, lift heavy objects (such as office furniture), and operate machinery safely.
- Ability to lift up to 50 lbs.
- Ability to climb ladders

### **Education and Experience Requirements**

- Two (2) years of experience in one or more of the building trades; **OR** an equivalent combination of education and experience.

### **COMPENSATION**

- Hourly Pay: Up to \$20 per hour
- Hours: 20 -29 hours per week
- Schedule: Monday through Friday

### **HOW TO APPLY:**

Applications can be submitted online at [www.oeta.tv](http://www.oeta.tv) or in person at 7403 N Kelley Avenue, Oklahoma City. Please provide professional references.

You can also send cover letter, application, and resume to:

OETA, Human Resources  
P.O. Box 14190  
Oklahoma City, OK 73113  
(405) 848-8501.

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