

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Carpenter

Department: Facilities Services

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees are expected to embrace these expectations and to model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Maintain active membership in a local evangelical Christian church.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

Purpose:

Under limited supervision, provides carpentry work, maintains and updates the campus key inventory system, maintenance and repair of all OBU owned facilities.

Essential Functions:

- Under limited supervision, perform construction, repair, and maintenance tasks including but not limited to walls, bathroom fixtures, furniture, roofs, masonry, concrete and keys.
- Under limited supervision; perform service requests, submits complete documentation of all work performed.
- Work inside or outside in weather conditions typical for the season.
- Maintains a complete inventory of all issued keys on campus and updates all changes.
- Cuts keys, tracks, and rekeys locks for all OBU properties
- Help maintain and repair all handicap and auto door controls.
- Follow instructions, work safely, and maintain a clean organized work area.
- Makes changes to the key inventory system

Other Duties:

- Any additional duties assigned by the Facilities Services Supervisor-Trades, or Director of Facilities Services

Qualifications:

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**Knowledge, Skills and Abilities:
Required:**

- **High school diploma or GED**
- Ability to safely use carpentry hand and power tools.
- Ability to safely operate a motor vehicle.
- Ability to safely operate lifting equipment.
- Safely lift to 80 pounds.
- Ability to work at elevated heights for extended periods up to but not limited to 80 feet.
- Must possess and maintain a valid Oklahoma Driver's License.

Preferred:

- **Two years working in a maintenance department.**
- **Trade school**

Special Requirements:

- Must be an active member of a local evangelical church.
- This position is designated as a safety sensitive position and employment is contingent upon results of a drug test based OBU's Drug Testing Policy.
- This person may be required to work overtime, and or, adjust their schedule as needed when it is deemed necessary by their supervisor. This person must be willing to be subject to call at any time, day or night.

*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.

**Please apply using the link for "Support Applications" on the OBU website at:
<https://www.okbu.edu/hr/jobs.html>