

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: **Facility Services Technician (Evenings)** Department: **Facilities Services**

Supervision Received: Facilities Services Supervisors-Trades, Lead Facilities Services Technician

Supervision Given: None

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.

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic.*
- *Efficiency is achieved through wise management of human and financial resources.*

Purpose

Under limited supervision, performs a variety of skilled and semi-skilled work in the maintenance of university facilities in the evenings from 2:00 pm till 11:00 pm.

Essential Functions

- Troubleshoots minor maintenance problems involving electrical, structural, plumbing, and equipment repair or replacement.
- Perform electrical maintenance tasks such as replacing lamps/bulbs, reset breakers, and reset ground fault receptacles.
- Perform plumbing maintenance tasks such as unstop toilets or urinals, sinks, etc.
- Perform preventive maintenance tasks on HVAC equipment.
- Perform maintenance to restore function to door hardware.
- Make walk-thru inspections of all buildings, and perform the above tasks as needed.
- May be required to work overtime and after-hours including nights and weekends for campus special events or when emergencies arise. Indoor/outdoor work as required.
- Ability to document work orders and prioritize the after-hour service calls.

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Other Duties

- Any additional duties assigned by the Facilities Services Supervisor-Trades or the Manager of Facilities Services.

Qualifications

Required

- Working knowledge and skills in electrical and plumbing trades required.
- Working knowledge of other trades related to building maintenance and repair.
- Ability to effectively communicate with co-workers, students, staff, and faculty.
- High school diploma or GED
- One to two years practical maintenance experience in multiple trades.
- Ability to safely use hand tools, power tools and operate relevant equipment.
- Ability to safely use personal lifting machinery.
- Ability to sit, stand, walk, climb, bend, kneel, and grasp. Safely lift eighty pounds.
- Ability to work extended periods of time up to eighty feet elevated in lifting equipment.
- Ability to work in attics, under houses, basements.
- Must possess and maintain a valid Oklahoma Driver's license.
- Employment is contingent upon results of a drug and background screening.
- This person may be required to work overtime, or adjust their schedule as needed when it is deemed necessary by their supervisor.

Preferred

- Trade school, technical training, apprenticeship.
- Three to five years practical maintenance experience in multiple trades.

Special Requirements

- Active membership in a local, Evangelical Christian church *
- Evangelical is a broad term referring to a 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 Staff Applications**” on the OBU website at: <https://www.okbu.edu/hr/jobs.html>.