

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Utility Crew Worker

**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 must embrace these expectations and 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:** Assist the Lead Utility in the setup of all OBU facilities for meetings and special events. Assist in moving items throughout all of OBU owned properties.

### **Essential Functions:**

- Assist in setting up rooms for events in the Geiger Center, and all other facilities across campus, and outside events.
- Deliver items to and from stockrooms, warehouses, storage facilities, the mail room, and all other locations as requested by faculty and staff.
- Assist other Facility Services departments when additional manpower is needed in the different departments.
- All duties assigned by the Supervisor of Utilities/Grounds or Director of Facilities Management.

### **Qualifications:**

#### **Knowledge, Skills, and Abilities:**

- Effectively and professionally communicate with co-workers, students, faculty, and administration.
- Able to establish and maintain effective working relationships with others.
- Possess high standards of conduct, appearance, and attitude.
- Able to adjust hours and/or work schedule to work as needed, work early and/or late nights during the week and/or weekend for special events.

#### **Required Qualifications:**

- High School Diploma or GED
- Valid driver's license

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

- Able to sit, stand, walk, climb, bend, kneel and grasp for extended periods of time and in non-environmentally controlled environments.
- Basic knowledge for how to safely lift and move heavy items.
- Ability to operate a forklift.
- Safely lift to 80 lbs.
- This position is designated as a safety sensitive position and employment is contingent upon results of a drug test based on 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.
- Must be an active member of a local evangelical church.

### **Preferred Qualifications:**

- Previous experience with setting up events and operating a forklift.

### **Special Requirements:**

- Must be a member of a local evangelical\* Christian church.  
\*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 Staff Applications**” on the OBU website at: <https://www.okbu.edu/hr/jobs.html>.