

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: HVAC Tech 2

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.*
- *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: Perform preventive maintenance on all mechanical equipment owned by the University. Assist the Lead HVAC Tech in the maintenance and installation of all residential and commercial mechanical equipment owned by the University. Perform routine maintenance and make repairs on residential HVAC systems.

Essential Functions:

Perform preventive maintenance on HVAC equipment. This includes, but is not limited to:

- Changing filters
- Lubrication of motors, pumps, bearings, etc.
- Cleaning and washing coils on air conditioning and refrigeration equipment.
- Keeping mechanical rooms, storage areas and the shop organized and clean.
- Assist the Lead HVAC Tech in the installation and maintenance of equipment. This includes, but is not limited to:
 - Residential and commercial heating and air conditioning equipment.
 - Heat pumps.
 - Commercial refrigeration and ice machines.
 - Control systems

Responsibilities:

This Tech 2 will be responsible for the repair and maintenance of University owned residential equipment. If this employee does not have the background to achieve this, there will be an expectation that they will obtain the necessary training and education to do so. This work will be phased in as the Tech 2 becomes trained in the various aspects of maintaining our variety of equipment. This will be accomplished through training from the Lead HVAC Tech and the Facilities Services Supervisor-Trades. If this person does not have formal training in this field they will be expected to take such training at Gordon Cooper Technology Center.

Other Duties:

- Any additional duties assigned by the Lead HVAC Tech, or the Facilities Services Supervisor-Trades or the Manager of Facilities Services.

Required Qualifications:

- High school diploma or GED required.

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- This person will be required to attend seminars and classes as deemed necessary by their supervisor.
- Basic skills in HVAC maintenance and repair.
- Basic knowledge of how to safely use hand tools.
- Effectively and professionally communicate with co-workers, students, faculty, and administration.
- Ability to sit, stand, walk, climb, bend, kneel and grasp for extended periods of time.
- Safely lift 80 lbs.
- Climb ladders, scaffold, and work on elevated surfaces.
- Ability to correctly identify primary voltage colors.
- Work extended periods of time in a non-environmentally controlled setting indoor and/or outdoor.
- Must possess and maintain a valid Oklahoma driver's license.
- 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 will 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. This person may also be required to work after hours (nights or weekends) and when emergencies arise.

Preferred Qualifications:

- Trade school or technical training preferred.
- Experience in maintenance of HVAC equipment preferred.

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>

OBU Benefits Summary:

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee's base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by GuideStone. There are numerous other benefits and opportunities for OBU employees including a FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at HR@okbu.edu.