

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** HVAC Tech 3

**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:** Under limited supervision operate, maintain, repair, install, heating, cooling, and refrigeration equipment on campus.

### **Essential Functions:**

- Install, troubleshoot, maintain, repair: residential, commercial, geothermal, and industrial heating and cooling systems for all OBU property.
- Manage workload and prioritize HVAC service requests
- Ensure service request documentation is done and filled out completely in a timely manner.

### **Other Duties:**

- Any additional duties assigned by the Facilities Services Manager, Facilities Services Supervisor-Trades, Lead HVAC Technician

### **Required Qualifications:**

- Knowledge of all building codes that apply to the HVAC Systems and always adhere to them.
- Knowledge of handling hazardous materials in a safe way that are used in the HVAC trade.
- Completion of two years of HVAC trade school
- High school diploma or GED
- Up to date continuing education classes from the state
- Minimum of 4 years of HVAC experience
- Journeyman HVAC license from the State of Oklahoma required
- Certified in refrigerant handling and recovery
- Ability to operate a motor vehicle.

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- Ability to operate lift baskets, boom lifts, forklifts, duct jacks, etc
- Ability to operate HVAC hand tools
- Ability to lift 80 pounds safely
- Ability to read and understand HVAC prints
- Ability to work elevated on ladders with arms above your head for extended periods of time
- 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.
- Must possess and maintain a valid Oklahoma Driver's license
- Must be an active member of a local evangelical church
- This position will have to work overtime at times when deemed necessary by their supervisor.
- This person must be willing to be on call at any time day or night.

### **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 Guide Stone. There are numerous other perks and opportunities for OBU employees including 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](mailto:HR@okbu.edu).