

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Utility I

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: Assist the Lead Utility in setting up all OBU facilities for meetings and special events. Assist in moving items throughout all 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.

Required Qualifications:

- High School Diploma or GED.
- Valid 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.
- 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.
- Able to sit, stand, walk, climb, bend, kneel and grasp for extended periods of time and in non-environmentally controlled environments.

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- Basic knowledge of how to safely lift and move heavy items. • Ability to operate a forklift.
- Safely lift to 80 lbs.
- 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.

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>

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.