

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: **GMPM (General Maintenance / Preventive Maintenance)**

Department: **Facilities Management and Services**

Robert Cash

5/12/10

Randy Smith

5/12/10

Prepared by

date

Approved by

date

Supervision received: Mechanical/Electrical Trades Supervisor and the Director of Facilities Management

Supervision given: None

Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *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

Perform preventive maintenance on HVAC equipment and plumbing fixtures. Assist the Electricians, Plumber and HVAC Technicians as needed.

Essential functions

- Perform preventive maintenance on HVAC equipment. This shall include, but not be limited to: changing filters; greasing equipment; cleaning condensing units; and cleaning other equipment as directed.
- Assist the HVAC Technicians as needed.
- Assist the electrician. This shall include, but not be limited to: pulling wire; replacing all types of lamps and ballasts; burying pipe; etc.
- Assist the plumber. This shall include, but not be limited to: unstopping drains, toilets, and urinals, digging up and repairing water and sewer lines; etc.
- Assist the Communications Technician. This shall include, but not be limited to: pulling wire, fiber, and cable; helping with sound and lighting needs in Raley Chapel and the Geiger Center; etc.
- Perform inspections and preventive maintenance of emergency and exit lighting.

Other duties

- Any additional duties assigned by the Mechanical/Electrical Trades Supervisor and the Director of Facilities Management

Qualifications

Skills

Basic skills in the electrical, HVAC, and plumbing trades.

Abilities

Effectively communicate with contractors, suppliers, staff, faculty and administration.

Sit, stand, climb, bend, kneel and grasp for extended periods of time.

Safely lift 60 lbs.

Spend extended periods of time in a non-environmentally controlled setting and / or outdoor elements.

Education

High school diploma or GED required.

Trade school or technical training preferred.

Experience

Two years experience in general and preventive maintenance preferred.

Equipment

Possess and maintain a valid Oklahoma Drivers license.

Operate equipment such as electricians' and plumbers ' hand tools, a fork lift, a bucket truck, etc.

Special Requirements

This person must perform, in professional manner, the tasks assigned by the Mechanical/Electrical Trades Supervisor and the Director of Facilities Management. This person must be willing to work extended hours to assure projects stay on schedule and get completed on time. This person must be willing to be subject to call at any time, day or night. This person must be willing, when asked, to step outside the limited description of duties and perform any job required in special circumstances. This person may also be required to work after hours (nights and weekends) for special campus events and when emergencies arise.

Complete this section after reviewing the description with the employee.

OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.

The job description was reviewed during New Employee Orientation Performance Evaluation*.

Employee signature _____ Date _____ Supervisor signature _____ date _____

**If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*

____ New Revision: _____ FLSA: non-exempt *HR Office only*
IPEDS: _____ Sal/Grd assignment: _____

PRN(s) _____