

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: **GMPM (General Maintenance & Preventive Maintenance), Evening Shift**

Department: **Facilities Management and Services**

Robert Cash
Prepared by

07/01/2009
date

D Joza
Approved by

07/01/2009
date

Supervision received: Facilities Supervisor, Assistant Director of the Physical Plant, and the Director of the Physical Plant.

Supervision given: Student Workers

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 general maintenance and preventive maintenance tasks in the evenings from 3:00 p.m. till 11:00 p.m.

Essential functions

- Perform electrical maintenance tasks such as replace lamps, reset breakers, and reset ground fault receptacles.
- Perform plumbing maintenance tasks such as unstop toilets, sinks, and sewer lines.
- Perform carpentry tasks such as making repairs to door and window hardware, replace ceiling tile, and replace broken window glass.
- Perform preventive maintenance on HVAC equipment including tasks such as changing filters and cleaning and greasing equipment.
- Make walk through inspections of classroom buildings, administrative buildings, dorms, and apartments, and then perform the above listed tasks as needed.

Other duties

- Any additional duties assigned by Facilities Supervisor, Assistant Director of the Physical Plant, and the Director of the Physical Plant.

Qualifications

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

Knowledge, Skills, and Abilities:

Ability to effectively and professionally communicate with co-workers, students, faculty, and administrators; Ability to sit, stand, walk, climb, bend, kneel, and grasp for extended periods of time; Ability to correctly identify primary colors; Ability to lift 60 lbs. safely; Ability to spend extended periods of time in a non-environmentally controlled environment 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 driver's license.

Effectively and efficiently use carpentry, electrician, and plumbing hand and power tools.

Special Requirements

This person must be willing to be subject to call at any time, day or night. This person may also be required to work hours other than their assigned shift (including weekends) for special projects and when emergencies arise.