

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: **Utility Crew Worker**

Department: **Facilities Management**

Robert Cash

2/1/12

Prepared by

date

Approved by

date

Supervision received: Lead Utility Crew Worker, the Facilities Management Services Supervisor and the Director of Facilities Management.

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

Assist in the set up of facilities for meetings and special events. Move items throughout campus.

Essential functions

- Assist in setting up rooms for events in the Geiger Center, other OBU facilities and outside events. This includes; but is not limited to; the set up of tables, chairs, banners, stages, platforms and risers.
- Make deliveries to and from the stockroom and warehouse at the Eyer Building, the mail room and other locations as requested by the administration, faculty or staff.
- Assist other Facilities Management departments when additional man power is needed.

Other duties

- Any additional duties assigned by the Lead Utility Crew Worker, the Facilities Management Services Supervisor or the Director of Facilities Management.

Qualifications:

Knowledge

- Basic knowledge of how to safely lift and move heavy items.
- Basic knowledge of how to handle and move items without causing damage to the item(s) being moved or to facilities.

Abilities

- Effectively and professionally communicate with co-workers, students, faculty and administration.
- Self motivation to make the most efficient use of time.
- Ability to sit, stand, walk, climb, bend, kneel and grasp for extended periods of time.
- Safely lift 80 lbs.
- Work extended periods of time in a non-environmentally controlled setting indoor and/or outdoor.

Education

- High school diploma or GED required.

Experience

- Previous experience in the set up of events preferred.
- Previous experience in safely moving all types of items; fragile, bulky, heavy, etc. preferred.

Equipment

- Experience in properly using two and four wheel dollies, moving blankets, packing materials, sliders, tie down straps, etc. preferred.
- Experience pulling and backing trailers preferred.
- Experience operating a fork lift preferred. Must have, or get a fork lift driver's license within 60 days of starting this position.

Special Requirements

- Must possess and maintain a valid Oklahoma Drivers 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.

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) _____