

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Engineering Lab Manager

Department: Engineering

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 are expected to embrace these expectations and to model them in their behavior.

- *Commitment to the essentials of the Christian faith*
- *Commitment to the vision and mission of Oklahoma Baptist University*
- *Commitment to active membership in a local evangelical church*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust*
- *Excellence through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

Purpose:

The Engineering Lab Manager will be responsible for selecting, installing, operating, and maintaining the equipment in the Metal Shop and the Wood Shop. The Lab Manager will train students and faculty how to use that equipment and supervise them using that equipment. The Lab Manager will help set up, tear down, and maintain lab equipment for the engineering and science departments and help maintain the engineering and science stockrooms. The Lab Manager will help students as appropriate with their projects, including making parts too complicated for students to make themselves.

Essential Functions:

- fluent in using typical tools and equipment for working with wood and metal
- ability to teach others how to safely use common tools and equipment
- set up and tear down lab experiments for engineering and science classes

Other Duties:

- help engineering students with their projects
- maintain engineering and science stockrooms

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Qualifications:

Required:

- must be fluent in operating typical equipment used in working with wood and metal
- high school diploma
- experience with tools and equipment working with wood and metal
- Woodworking tools and equipment (e.g., table saw, router, lathe, etc.)
- Metalworking tools and equipment (e.g., welder, bandsaw, grinder, CNC, etc.)
- Be able to use common woodworking and metalworking tools and equipment
- Be able to lift mild weights such as plywood and metal bars.

Preferred:

- formal vocational training in working with tools and equipment
- experience teaching others how to use tools and equipment working with wood and metal

Additional Requirements:

- Must be an active member of a local evangelical church.
- Evangelical is a broad term referring to a 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>