

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

Title: **Facilities Services Technician  
- HVAC**

Department: **Facilities Services**

Jason Young  
Prepared by

11/10/2020  
date

Robert Marquardt  
Approved by

11/10/2020  
date

**Supervision received: Facilities Services Supervisor - Trades**

**Supervision given: Facilities Services Student Workers**

**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 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**

Under limited supervision, operate, maintain, repair, and install heating, cooling, and refrigeration equipment on campus.

### **Essential functions**

- Install, troubleshoot, maintain, and repair:
  - Boilers, residential and commercial air conditioning, chillers, air handlers, residential heating equipment, geothermal heating and air conditioning systems, thermostats, ice machines, and refrigeration equipment.
- Manage workload of HVAC service requests, ensure service request documentation is done properly and submitted in a timely manner.

### **Other duties**

- Any additional duties assigned by the Facilities Services Supervisor - Trades or the Manager of Facilities Services.

### **Knowledge**

- Knowledge of building codes as applicable to HVAC systems.
- Knowledge of the safe use of hazardous materials used in the HVAC trade.

**Abilities**

- Ability to use HVAC hand tools.
- Organize and plan work to assure that work orders are done in a way that maximizes productivity while recognizing that work is often done in occupied facilities.
- Effectively and professionally communicate with co-workers, students, faculty and administration.
- Ability to sit, stand, walk, climb, bend, kneel, and grasp. Safely lift 80 pounds.
- Be self-motivated to make the most effective and efficient use of time.
- This position is heavy in manual labor, requires the ability to lift up to 50 lbs. frequently.

**Education**

- High school diploma or GED required.
- Two-year post-secondary education in the building trades or technical field required.
- Electrical controls trouble-shooting experience, with or without blueprints or schematics, required.

**Experience**

- Minimum of four years HVAC experience, or two-year post-secondary education in building trades or technical field required.
- Mechanical journeyman or contractor license from the State of Oklahoma preferred.
- Must have EPA Section 608 card.

**Special Requirements**

- Must possess and maintain a valid Oklahoma Driver's license.
- Must be an active member of a local evangelical church.
- 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 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.

<b>Complete this section after reviewing the description with the employee.</b>			
<i>OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.</i>			
The job description was reviewed during <input type="checkbox"/> New Employee Orientation <input type="checkbox"/> Performance Evaluation*			
Employee signature	Date	Supervisor signature	date
<i>* If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.</i>			
<i>HR Office only</i>			
___ New <input checked="" type="checkbox"/> Revision: _____ FLSA: <u>non-exempt</u> IPEDS: _____ Sal/Grd assignment: _____			
PRN(s) _____			