

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Utility Crew Worker

Department: Facilities Services

Supervision Received: Grounds and Utility Supervisor, Director of Facilities Services

Supervision Given: None

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.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Aim at excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*
- *Efficiency is achieved through wisely and efficiently.*

Purpose:

Assist the Lead Utility in the setup of all OBU facilities for meetings and special events. Assist in moving items throughout all of OBU owned properties.

Essential Functions:

- Assist in setting up rooms for events in the Geiger Center, and all other facilities across campus, and outside events.
- Deliver items to and from stockrooms, warehouses, storage facilities, the mail room, and all other locations as requested by faculty and staff.
- Assist other Facility Services departments when additional manpower is needed in the different departments.
- All duties assigned by the Supervisor of Utilities/Grounds or Director of Facilities Management.

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Qualifications:

Knowledge, Skills, and Abilities:

- Effectively and professionally communicate with co-workers, students, faculty, and administration.
- Able to establish and maintain effective working relationships with others.
- Possess high standards of conduct, appearance, and attitude.
- Able to adjust hours and/or work schedule to work as needed, work early and/or late nights during the week and/or weekend for special events.

Required:

- High School Diploma or GED
- Valid driver's license
- Able to sit, stand, walk, climb, bend, kneel and grasp for extended periods of time and in non-environmentally controlled environments.
- Basic knowledge for how to safely lift and move heavy items.
- Ability to operate a forklift.
- Safely lift to 80 lbs.
- 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.
- Must be an active member of a local evangelical church.

Preferred:

- Previous experience with setting up events and operating a forklift.