

**OKLAHOMA BAPTIST UNIVERSITY**  
**POSITION DESCRIPTION**

**Title:** Plumbers Assistant                      **Department:** Facilities Services  
**Supervision Received:** Lead Plumber, Facilities Services Director-Trades  
**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 to achieve 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:** Works with and assists plumbers in the repair and maintenance of all domestic boilers, hot water tanks, air, drain lines, natural gas lines, and plumbing systems of Oklahoma Baptist University owned facilities.

**Essential Functions:** Under the supervision of a plumber, and as skills are acquired perform the following tasks as assigned:

- Troubleshoot and repair plumbing systems and lines.
- Install and maintain plumbing pipes and fixtures including but not limited to faucets, traps, sinks, washbowls, sewers, vents, and toilet fixtures.
- Cut and thread, galvanized and steel pipe.
- Cut and glue PVC pipe.
- Cut and solder copper pipe.
- Make proper fitting and fixture connections.
- Maintain hot water units and gas fired appliances.

- Perform preventative maintenance to equipment for safety and reliability.
- Any additional duties assigned by the Plumber, Mechanical/Electrical Trades Supervisor, or the Director of Facilities Services.

## **Qualifications**

### **Required:**

- Basic knowledge of plumbing, initiative to learn the trade, and to work safely ability to effectively communicate with co-workers, students, faculty, and administration.
- High school diploma or GED.
- No prior experience required.
- Ability to safely use plumbing related hand tools and power tools as instructed.
- Sit, stand, walk, climb, bend, reach, kneel, and grasp for extended periods of time.
- Ability to safely lift to 80 pounds on a regular basis.
- Ability to safely climb ladders, work at elevated heights, and under houses.
- Possess and maintain a valid Oklahoma driver's license.
- Must be an active member of a local evangelical church.
- Able to pass a pre-employment drug test for a safety sensitive position, based on OBU's drug testing policy.
- Ability to work overtime, and or adjust their schedule as needed when it is deemed necessary by their supervisor.
- Willingness and availability to be subject to on call at any time, day, or night as this person will be required to work after hours, nights and weekends when emergencies arise.

### **Preferred:**

- Some technical school coursework.
- Six months' experience working in a construction related field.