

**Job Description**  
**WESTERN OKLAHOMA STATE COLLEGE**

**Job Title:**               **Part Time Maintenance**

**Qualifications**

**Education:** High school diploma or general education degree (GED) required. A.A. degree or Vocational/Technical education in the building trades/HVAC preferred.

**Credentials:** Valid drivers license with acceptable driving record; Certificate in A/C servicing/recovery of Freon.

**Preferred Special Knowledge, Skill, or Ability:**

- Proven maintenance experience.
- Skilled in the use of hand and power tools.
- Ability to take apart machines, equipment, or devices to remove and replace defective parts.
- Ability to check blueprints, repair manuals, or parts catalogs as necessary.
- Ability to use common tools such as hammers, hoists, saws, drills, and wrenches.
- Experience with precision measuring instruments or electronic testing devices.
- Experience performing routine maintenance.
- Strong organizational and follow up skills.
- Eye for detail.
- Professional presentation and attitude.
- Ability to maintain focus while working individually.
- Strong time management skills.

**Training or Experience Required:** Between 3-4 years of electrical, servicing and maintaining HVAC systems and plumbing systems.

**Reports to:**   **Director of Physical Plant**

**Performance Expectations:** Resolves/interprets rules, procedures and policies to assist customers/students and to simplify decision-making. Follows health and safety policies and regulations and works safely. Adheres to departmental rules concerning dress, attendance, leave usage, etc. Uses initiative to perform work and to solve problems. Cooperates with and assists other employees/work units. Demonstrates a positive attitude towards students, staff, and the public.

**Job Goal (Purpose of Position):** Performs skilled-level duties under general supervision to maintain the mechanical operation of the college in a manner that is safe and comfortable and uses energy efficiently.

**Contact with Others:** An incumbent in this position has contact with the students, staff, and the public. Some interpersonal interaction or communication is required.

### **Essential Job Functions/Performance Responsibilities:**

1. Conducting routine inspections of premises and equipment.
2. Performing preventative maintenance.
3. Handling basic repairs and maintenance.
4. Overseeing contractors when professional repairs are necessary.
5. Diagnosing mechanical issues and correcting them.
6. Repairing machines, equipment, or structures as necessary.
7. Other duties as assigned

**Supervision exercised:** An incumbent does not directly supervise, but may perform lead work on a specific project.

**Physical/Mental Requirements and Working Conditions:** In a work day, the employee must stand/walk approximately 7-10 hours per day. Employee's job requires frequent to continuous bending/stooping, squatting/crouching, pushing/pulling, and occasional reaching above shoulders. Requires climbing ladders or operating lifts to change light bulbs and repair HVAC systems. On occasion employee may work from top of 20-foot ladder and climb to top of roof.

Employee's job requires frequent carrying/lifting from 50-75 pounds to carry tool boxes, cement, compressors, Freon, and other equipment. Occasionally may lift weight over 75 pounds following proper lifting techniques. Job requires employee to use both feet for repetitive movements as in operating foot controls. Job requires employee to use both hands for such repetitive actions requiring simple/firm grasping and/or fine manipulation.

Employee must possess manual dexterity/visual ability to operate motorized equipment, power and hand tools, to see area to be repaired, read schematics/blue prints, etc. Employee must possess hearing/speaking ability to communicate with fellow workers, students, and the public. Employee must have mental requirement to understand and follow instructions and avoid safety problems.

Employee's job requires working on unprotected heights (20-foot ladder and roof); use of/close to machinery (boilers/air handlers); working in the outdoors with temperature changes; driving motorized equipment (vans and lifts); exposure to toxic and pressurized gas (Freon) liquids, high voltages, and working on live circuits.

**SALARY RANGE:**           Dependent on Qualifications