

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Lead Utility Crew Worker

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**Department:** Physical Plant

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Robert Cash

D. Joza

7/22/2008

Prepared by

Approved by

date

**Supervision received:** Asst Director of the Physical Plant  
Director of the Physical Plant

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**Supervision given:** Utility Crew Worker  
Student Worker(s)

### 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:

Perform the set up of facilities for meetings and special events. Assist in moving items throughout the campus.

### Essential functions:

- Set up rooms for events in the Geiger Center, other facilities across campus and outside events. This includes, but is not limited to, the set up of tables, chairs, banners, stages, platforms and risers.
- Makes deliverables to and from the stockroom and warehouse at the Physical Plant, the mail room at the Geiger Center, and other locations as requested per work order.
- Assist other Physical Plant departments when additional manpower is needed.

### Other duties:

- Other duties as assigned by supervisor.

# Lead Utility Crew Worker

## Qualifications

### Knowledge, skills, and abilities:

Knowledge of relevant equipment, policies and procedures to move material/equipment safely.

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times; Understanding written sentences and paragraphs in work related documents; layout grids for set up of rooms.

The ability to exert maximum muscle force to lift, push, pull, or carry objects; The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing; The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion; The ability to see details at close range (within a few feet of the observer); The ability to listen to and understand information and ideas presented through spoken words and sentences; The ability to communicate information and ideas in speaking so others will understand; The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects; The ability to read and understand information and ideas presented in writing; The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position; Ability to lift 80 lbs. safely; Ability to spend extended periods of time in a non-environmentally controlled setting indoor and/or outdoor.

### Education:

Required: High school diploma or equivalent required.

### Experience:

Previous Experience in the set up for events.

### Equipment/Technology:

Standard warehouse equipment. Ability to operate a forklift preferred.

### Special Requirements:

- Must Possess and maintain a valid Oklahoma driver's license; CDL referred.
- Must be willing to be subject to call at any time, day or night. This position will require early and/or late hours (morning, nights and weekends) for special events and when emergencies arise.

HR Office Only						
Grade	_____	Class	Support Staff	FLSA	Non-Exempt	FTE 1
PRN(s)	1-40-715-1				EEO	70