

# NOTICE OF VACANCY



January 24, 2023

## **Mechanical Maintenance Supervisor**

The University of Science & Arts of Oklahoma is seeking a Mechanical Maintenance Supervisor to provide and oversee technical maintenance and repairs in the Physical Plant.

**Starting Date:** Position will be open until filled.

**Essential Functions:** Provide HVAC, plumbing, electrical, and other miscellaneous repairs on buildings across campus. Maintain and operate boilers and chillers. Analyze work orders and prioritize repairs. Identify systems and equipment malfunctions and coordinate repairs with other trades as needed. Receive, respond, and follow through with written and oral instructions from Vice President for Business and Finance. Communicate effectively with other staff, contractors, vendors, students, and faculty regarding needed repairs and work order status. Perform and respond to emergency calls 24/7 as needed. Work overtime on evenings and weekends as needed. Supervise staff. Perform other duties as required.

**Required Qualifications:** Technical School, certification, training, or apprenticeship beyond high school required. Must have five years of experience with a strong background in HVAC systems or plumbing, utility operations, and maintenance. Must obtain boiler operator's license. Ability to work overtime or flexible schedule depending on department needs. Must have a valid Oklahoma Driver's License. Physical ability to: climb tall ladders and stairs, lift 60 pounds, work in confined space or crawlspace, sit or stand for two hours, walk long distances.

**Preferred Qualifications:** Journeyman level licensing in HVAC, plumbing or electrical trade. Experience with digital control systems programming and maintenance.

**Working Conditions:** May work in all weather conditions and under extreme temperatures. May work around electrical and mechanical hazards.

**Salary:** Negotiable, depending upon qualifications.

### **TO APPLY:**

Complete the Science & Arts application (<https://usao-gcgxy.formstack.com/forms/employment>). You may also mail it to the Human Resources Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322 ATTN: HR Office.

**Applications will be accepted until the position is filled.**

**Employment is contingent upon the results of a national criminal and sex offender background check.**

### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The University of Science and Arts of Oklahoma is an equal opportunity, affirmative action institution. Science and Arts welcomes applications without regard to age, race, gender or gender identity, pregnancy, national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, or sexual orientation. Persons must have proof of legal authority to work in the United States on the first day of employment.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.