JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Utility Plant Operator I

Job Code: 10316

Salary Grade: 17

FLSA Status: Non-Exempt

Job Family: Facilities Operations

Job Subfamily: Utilities

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Assists with routine maintenance, repair, and operation of institutional utility systems under close supervision. Supports equipment inspections, takes operational readings, and troubleshoots standard mechanical and electrical components as directed.

Job Responsibilities

1. Assists with maintenance and repair of assigned utility plant equipment.
2. Takes routine equipment readings on boilers, chillers, and cooling towers as directed.
3. Troubleshoots standard electrical panels, pumps, valves, and piping systems, escalating complex issues.
4. Operates auxiliary equipment including air compressors, air dryers, and filtration systems.
5. Records operational data and maintains assigned equipment logs.
6. Assists with cooling tower operations and routine chiller monitoring.
7. Assembles and modifies components using hand and power tools under direction.

Minimum Requirements

Required Education & Experience:

- Education: High School or GED
- Experience: 0 years

Required Certifications or Licenses:

- A valid Oklahoma driver's license is required to operate University vehicles. (Employees who do not currently hold an Oklahoma driver's license must be able to obtain one within 30 days of hire).

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Demonstrates baseline working knowledge of routine work processes, job responsibilities, procedures, and tools.
- Communication & Collaboration: Practices baseline principles of listening, and clear written/verbal communication.
- Problem Solving: Performs functions that are routine in nature and follows standard procedures.
- Autonomy: Follows standard principles and guidelines with little to no latitude for personal decision making.
- Leadership: Primarily an individual contributor with no formal leadership responsibility.

Working Conditions

- Physical work environment with exposure to varying indoor and outdoor conditions, including temperature extremes, noise, dust, and moving equipment.
- Frequent standing, walking, climbing, bending, stooping, and lifting of moderate to heavy materials.
- Use of tools, equipment, and personal protective equipment required.
- May require evening, weekend, or emergency-response hours. This position has been designated as safety-sensitive.

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