JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Utility Maintenance Mechanic

Job Code: 6532

Salary Grade: S08

FLSA Status: Non-Exempt

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.

Job Responsibilities

Ensures all operations and equipment are in good, safe working order by performing regular inspection, maintenance and repair of related equipment and systems.

- Performs assembly and modifications on systems using hand and power tools. Troubleshoots and makes repairs.
- Maintains cooling tower operations including repairing/installing fan motors, gear boxes, valves, screens, and sump pumps.
- Monitors chiller conditions by taking readings and checking oil level and linkages.
- Checks transformers and takes oil samples for testing.
- Conducts preventative and scheduled maintenance, inspecting and replacing parts as needed.
- Troubleshoots, maintains a repairs electrical panel, pumps, valves, and piping systems.
- Operates additional equipment including air compressors, air dryers, air tanks, regulators, filters and blow down valves.
- Reads gas, electric and water meters monthly and records data.
- Researches the availability of existing and obsolete parts for controls, electric systems, pumps, motors, etc. Orders supplies and machine parts and chemicals as needed.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: High school diploma or GED.

Experience:

Required: 24 months experience in electrical instrumentation repair and mechanical repair of large equipment such as boilers, diesel engines, generators, or chillers.

Required Certifications or Licenses:

- Valid Driver's License in order to drive University vehicles or ability to obtain within 30 days from hire date.

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

Knowledge, Skills, and Abilities

- Ability to analyze and troubleshoot a system using AC/DC circuits, including high voltage
- Ability to read schematic diagrams and locate components on equipment by referring to schematic
- Ability to use a multi-meter to check volts and test devices
- Ability to read, write and follow and complete written instructions
- Ability to use hand and power tools, control panels and switches

Working Conditions

Physical:
Requires standing and walking for extended periods. Must be able to grasp, reach, twist, bend, and kneel. Must be able to lift up to 50 lbs. unassisted

Environmental:
Works in Power Plant environment with large machinery. Exposure to steam, electricity/high voltage, hazardous chemicals, extreme cold and heat and noise.

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