Equipment Operations Maintenance Person V (0800)

Basic Purpose/Job Function: Supervises and performs mechanical and technical tasks and ensures proper maintenance and repair of University-owned light equipment vehicles.

Examples of Titles Replaced: Aircraft Mechanic II; Laboratory Equipment Technician; Motor Pool Service Manager; Motor Pool technician I; Supervisor, Mechanical Operations; Supervisor, Roads and Hauling

Typical Functions May Include:

1. Inspecting departmental facilities and accessing mechanical maintenance needs
2. Performing repair and preventative maintenance to university equipment and facilities including boiler operations
3. Operating and maintaining a maintenance shop and/or maintenance area with responsibility for the operation and security of shop equipment, inventory and issuance of departmental supplies and equipment
4. Assisting others in the fabrication of models or equipment as necessary
5. Assisting in developing and implementing long range maintenance program
6. Giving on-the-job training to new technicians
7. Determining when mechanical parts are to be rebuilt or new ones to be used
8. Designing and constructing improvements for the shop area
9. Responsible for the preparation and control of maintenance work orders
10. Responsible for employee evaluations and disciplinary action
11. Performing other related duties as assigned

Risk Management: Ensures that personnel supervised are informed of and adhere to established health and safety practices associated with assigned tasks.

Supervision of Others: Serves as lead supervisor, providing technical direction, training new personnel, and directly overseeing the work of those supervised.

Supervision Received: Receives limited supervision from supervisor.

Minimum Qualifications:

- **Education**: Vo Tech/Some College
- **Experience**: 30 – 60 months  
  **Type**: Equipment maintenance management
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- **Skills**: Ability to perform basic math functions; communicate orally and in writing as required to exchange information; read and understand written materials such as schematics, blueprints etc; basic computer knowledge; proficient use of hand tools and advanced testing and repair equipment used in the automotive and/or equipment repair field.

- **Special Requirements**: Regular exposure to disagreeable conditions, extreme temperature changes, odors and loud noises; regularly stands, lifts, bends, stoops, lifts above shoulders and carries 30 or more pounds, exposure to heavy lifting up to 100 pound: wear and maintain personal protective equipment; background and drivers license check required upon offer of employment. Drug and alcohol test required. Must pass respiratory physical.

- **Licenses**: Valid Oklahoma State driver’s license; willingness to obtain commercial drivers license upon employment.

- **Certifications**: Determined by the nature of the position or department.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.