

NOTICE OF VACANCY

POSITION TITLE: General Maintenance Worker

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**SALARY:** \$17-18 Hourly

**REPORTS TO:** Executive Director of Operations & Controller

**BENEFITS:** Institutional fringe package includes pension plans, life, health, dental and vision insurance

**POSITION DETAILS:** Full-time; Exempt

**RANK:** Staff

**HOURS:** Monday-Friday; 8:00 AM to 5:00 PM

**START DATE:** April 2026

**SUPERVISORY DUTIES:** N/A

### **POSITION SUMMARY:**

The General Maintenance Worker performs routine and preventive maintenance across campus facilities to ensure a safe, functional, and well-maintained environment for students, faculty, staff, and visitors. This position supports the University's commitment to stewardship of campus assets through timely repairs and proactive facility care.

### **RESPONSIBILITIES:**

- Perform general building maintenance including minor plumbing, electrical, carpentry, and painting.
- Replace lighting, filters, ceiling tiles, flooring, and other building components as needed.
- Conduct preventive maintenance on assigned equipment and facilities.
- Respond to work orders in a timely and professional manner.
- Assist with campus events requiring setup or breakdown of equipment.
- Perform exterior maintenance including minor concrete repairs, sealing, and basic grounds support when necessary.
- Maintain tools, equipment, and work areas in an orderly and safe condition.
- Follow all university safety policies and procedures.

## **QUALIFICATIONS, EDUCATION & EXPERIENCE:**

### Minimum Qualifications

- High school diploma or GED.
- At least one (1) year of experience in building maintenance or related field.
- Working knowledge of basic maintenance trades (plumbing, electrical, and carpentry).
- Ability to operate standard maintenance tools and equipment.
- Valid driver's license.

### Preferred Qualifications

- Experience in a higher education or institutional environment.
- Technical or vocational training in a related trade.

### Physical Requirements

- Ability to lift up to 50 pounds.

**ABOUT USAO:** The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience. To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see [www.usao.edu](http://www.usao.edu).

## **TO APPLY:**

Complete the USAO application at ( <https://usao.edu/about/personnel.html> ). Upon completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts to [hr@usao.edu](mailto:hr@usao.edu).

**Application review begins immediately and will continue until position is filled.** Employment is contingent upon the results of a national criminal and sex offender background check.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.