

## NOTICE OF VACANCY

**Position Title:** Physical Plant - Maintenance Office Assistant

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**SALARY:** \$12/Hourly

**REPORTS TO:** Maintenance Coordinator

**POSITION DETAILS:** Part-Time; FLSA Non-Exempt

**HOURS:** Part-Time as needed up to 32 hours/weekly

**START DATE:** As soon as possible

**SUPERVISORY DUTIES:** N/A

**POSITION SUMMARY:**

The Maintenance Office Assistant supports the Maintenance Coordinator with a variety of operational and administrative tasks. Responsibilities include performing light office duties, assisting with the fueling, cleaning, and upkeep of motor pool vehicles, receiving and checking in deliveries, transporting packages and supplies to campus departments, and helping maintain clean and orderly facilities throughout the physical plant. This position plays a key role in ensuring smooth day-to-day operations and supporting the overall efficiency of the maintenance department.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Checks all university vehicles daily to determine refueling needs.
- Refuels vehicles as required, ensuring timely availability for staff use.
- Inspects vehicles for cleanliness and coordinates or performs washing, sweeping, and vacuuming as needed.
- Monitors and maintains proper tire pressure across all fleet vehicles.
- Transports vehicles to vendors for scheduled maintenance and service appointments.
- Moves vehicles in and out of the garage or parking areas as necessary.
- Maintains cleanliness and organization of the garage and associated office areas.
- Delivers supplies and materials to designated campus departments upon request.
- Logs incoming packages accurately and ensures timely delivery to appropriate buildings.
- Assists with basic administrative tasks, including answering phones, and filing documents.
- Performs other duties as assigned to support departmental operations.

**SKILLS & ABILITIES:**

- Basic knowledge of vehicle maintenance (e.g., refueling, tire pressure, cleanliness)
- Ability to safely operate and move various types of vehicles.
- Familiarity with scheduling and logging maintenance services.
- Competent using office equipment (e.g., phone systems, printers, filing systems)
- Basic data entry and record keeping skills.
- Strong attention to detail.
- Time management to handle multiple tasks effectively.
- Customer service skills to handle requests and deliveries.

**REQUIRED QUALIFICATIONS, EDUCATION & EXPERIENCE:**

- Must have a valid Oklahoma driver's license and good driving record.
- Must be able to pass a background check.
- Must be able to follow verbal and written instructions.
- Must have the ability to work alone and with others.

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Ability to lift and carry packages and supplies (typically up to 50 lbs)
- Capable of working indoors or outdoors in varying weather conditions.
- Ability to stand, walk, bend, and lift for extended periods of time.

**TO APPLY:**

You MUST complete the USAO application at ( <https://usao.edu/about/personnel.html> ). When completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts. As an alternative you may come in person to complete a pickup a paper application at Trout Hall Room 306 1727 W Alabama Ave, Chickasha, OK 73018.

**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).

#### **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.

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.