



**POSITION ANNOUNCEMENT**  
**Facilities Department**  
**Brownwood, Texas**

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Howard Payne University does not discriminate based on race, color, national origin, gender (except where gender is a bona fide occupational qualification), age, veteran status, disability or genetic information. Background investigations will be conducted. The University is a "Drug Free Workplace." Applicants and employees may be required to take a drug and alcohol test at any time.

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**Job Title:** General Maintenance  
**Department:** Facilities  
**FLSA Status:** Full-Time Non-Exempt with benefits, including Tuition Waivers

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**Expectation and Condition of Employment** - Howard Payne University, a church-related institution affiliated with the Baptist General Convention of Texas, seeks to employ evangelical Christians who are dedicated to teaching and service as they model the principles of the Christian faith and the University's sincere religious beliefs.

Howard Payne University (hereafter, University) is committed to the integration of learning and Christian faith in the pursuit of truth. Employees are expected to embrace the Christian Mission Statement and Core Values of the University and must support the University's affirmation of traditional Christian and Baptist beliefs by leading lives of service through active involvement in Christian activities both on campus and through a local church.

**Mission Statement** - Howard Payne University is a Christ-centered academic community dedicated to excellence by developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity.

**Core Values of Howard Payne University** - Seeking to engage the life of the mind and the life of the Spirit, Howard Payne University affirms that:

- God is the loving creator of all things and the author of all truth;
- Because God is the author of all truth, open inquiry is an act of intellect and of faith and is to be wholly embraced;
- Because open inquiry is an act of intellect and of faith, such efforts must proceed from rigorous academic standards and genuine commitment to Jesus Christ as Savior and Lord;
- For open inquiry to contain rigorous academic standards and genuine Christian commitment, there must be at all times a supportive learning environment that affirms human dignity for all as created in the image of God; and
- Committing oneself to the teachings of Jesus will result in Christ-centered, God-honoring and humanity-serving life choices characterized by honesty, integrity, healthy lifestyles and personal responsibility.

**Job Summary:** Assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems. Assists with installations, maintains, and repairs machinery, equipment, physical structures, pipe and electrical systems by performing the following essential duties and responsibilities. Other duties may be assigned by the Director of Facilities or the MEP Supervisor.

**Minimum Requirements:** High school diploma or general education degree, two to three years related experience and/or training in the plumbing field, or an equivalent combination of education and experience is required. Must be at least 21 years of age and maintain a valid Texas driver's license to drive any vehicle, including personal vehicles, on behalf of the University.

**Application Procedure:** Please submit the following to be considered for this position:

1. an HPU Employment Application (available at: [www.hputx.edu/jobs](http://www.hputx.edu/jobs)),
2. a letter of application addressing in detail how you meet the position requirements,
3. a resume' and
4. unofficial transcripts, to:

Bill Fishback  
Associate Vice President for Business and Human Resources  
Howard Payne University  
1000 Fisk Avenue, Suite 210  
Brownwood, TX 76801  
E-mail: [hr@hputx.edu](mailto:hr@hputx.edu)

**Application Deadline:** Until Position is Filled



## JOB DESCRIPTION

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<b>Job Title:</b>	General Maintenance
<b>Department:</b>	Facilities
<b>Supervisor's Job Title:</b>	Mechanical, Electrical, Plumber Supervisor (MEP)
<b>FLSA Status:</b>	Non-Exempt, Full-Time Staff
<b>Prepared By:</b>	Roger Dewell, Director of Facilities
<b>Prepared Date:</b>	May 21, 2021
<b>Approved By:</b>	Bill Fishback, Associate V.P. for Business & Human Resources
<b>Updated Date:</b>	May 21, 2021

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- Committing oneself to the teachings of Jesus will result in Christ-centered, God-honoring and humanity-serving life choices characterized by honesty, integrity, healthy lifestyles and personal responsibility.

As a condition of employment, employees agree to be paid by Direct Deposit.

Your signature on this job description indicates your understanding and affirmation of all of the statements above.

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### **Essential Duties and Responsibilities**

1. Perform all plumbing repairs.
2. Studies building plans and working drawings to determine work aids required and sequence of installations.
3. Inspects structure to determine obstructions to be avoided to prevent weakening of structure resulting from installation of pipe.
4. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors.
5. Cuts openings in walls and floors to accommodate pipe and pipe fittings.
6. Cuts and threads pipe.
7. Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass, and lead, and nonmetals, such as glass, vitrified clay, and plastic.
8. Joins pipes by use of screws, bolts, fittings, solder, plastic solvent, and caulks joints.
9. Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking.
10. Installs and repairs plumbing fixtures such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners.
11. Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains.
12. Welds holding fixtures to steel structural members.
13. Visually inspects and tests machinery and equipment, including kitchen equipment.
14. Listens for unusual sounds from machines or equipment to detect malfunction and discusses machine operation variations with supervisors or other maintenance workers to diagnose problem or repair machine.
15. Dismantles defective machines and equipment and installs new or repaired parts.
16. Cleans and lubricates shafts, bearings, gears, and other parts of machinery.
17. Lays out, assembles, installs, and maintains pipe systems and related hydraulic and pneumatic equipment, and repairs and replaces gauges, valves, pressure regulators, and related equipment.
18. Repairs and maintains physical structure of establishment.
19. Operates cutting torch or welding equipment to cut or join metal parts.

20. Fabricates and repairs counters, benches, partitions, and other wooden structures.
21. When needed, assists electrician in performing minor electrical equipment assembly and repairs;
  - a. Replace light bulbs and ballast;
  - b. Follow simple wire diagrams and instructions;
22. When needed, assists mechanical craftsmen in performing HVAC repairs.
23. Perform preventive maintenance measures;
  - a. Grease bearings on air handlers and pumps;
  - b. Filter maintenance;
  - c. Change oil in air compressors;
  - d. Wipe down equipment.
24. Painting maintenance of central mechanical and other equipment.
25. Must be familiar with hand and power tools for mechanical welding, electrical and carpentry.
26. Perform minor maintenance requiring welding of metals.
27. Assist in maintaining central plant, mechanical rooms, and keep in a clean and orderly manner.
28. Practice good safety and housekeeping skills.
29. Will be expected to;
  - a. Operate equipment effectively while following safety instructions;
  - b. Properly operate university vehicles;
  - c. Use equipment for its intended purpose.
30. Maintain all power and hand tools for both the mechanical and safety considerations.
31. Responds to on call phone when on duty.
32. Knowledge and understanding of and how to use all specialized plumbing equipment (jetters, sewer augers, sectional sewer augers, closet augers, dual port manometer for testing gas pressures, turbo torch, etc.).
33. Any other duties as assigned by the Maintenance Supervisor.

**Supervisory Responsibilities** - This job has no supervisory responsibilities.

**Required Competencies** - To perform the job successfully, an individual should demonstrate the following competencies:

1. Modeling Christian Faith - Must be committed to modeling the Christian faith. Displays a proven record of modeling the Christian faith in business operations, management roles, customer service functions, and interactions with others. Is committed to continuing to model Christian faith in a manner consistent with the University's Mission Statement and Core Values.
2. Design - Generates creative solutions, translates concepts and information into images, uses feedback to modify designs, applies design principles, and demonstrates attention to detail.

3. Problem Solving - Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, develops alternative solutions, works well problem solving as part of a group, uses reason even when dealing with emotional topics.
4. Customer Service – Manages difficult or emotional situations effectively, solicits feedback to improve service, responds to requests for service and assistance promptly and effectively, meets the commitments they make to others.
5. Interpersonal Skills - Focuses on solving conflict without blaming others, consistently maintains confidentiality, listens to others without interrupting them, keeps their emotions under control, remains open to others' ideas and tries new things.
6. Oral Communication - Speaks clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions, demonstrates effective group presentation skills, participates actively in meetings.
7. Written Communication - Writes clearly and informatively, edits their work for correct spelling and grammar, varies their writing style as needed, presents numerical data effectively, is able to read and interpret written information effectively.
8. Teamwork - Balances the needs of the team and individual responsibilities effectively, exhibits objectivity and openness to others' views, gives and welcomes feedback, contributes to building a positive team spirit, puts the success of the team above their own interests, is able to build morale and group commitments to goals and objectives, supports everyone's efforts to succeed.
9. Judgment - Displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in the decision-making process, makes timely decisions.
10. Planning/Organizing - Prioritizes and plans work activities effectively, uses time efficiently, plans for additional resources if necessary, sets goals and objectives, organizes and schedules other people and their tasks, develops realistic action plans.
11. Professionalism - Approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, accepts personal responsibility for their own actions, and follows through with commitments.
12. Quality - Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies effective feedback to improve performance, and monitors their own work to ensure quality.
13. Quantity - Meets productivity standards, completes work in timely manner, strives to increase productivity, and works quickly.
14. Safety and Security - Observes University safety and security policies and procedures, determines appropriate actions beyond guidelines, reports potentially unsafe conditions, uses equipment and materials properly.
15. Adaptability - Adapts to changes in the work environment, manages competing demands for one's time, changes approach or method to fit the situation effectively, is able to deal with frequent change, delays, or unexpected events effectively.
16. Attendance/Punctuality - Is consistently at work and on time, ensures work responsibilities are covered when absent, arrives at meetings and appointments on time.

17. Dependability - Follows instructions, responds effectively to their supervisor's direction. Takes responsibility for their own actions and keeps commitments. Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
18. Initiative - Volunteers readily, undertakes self-development activities, seeks increased responsibilities, takes appropriate independent actions and calculated risks, looks for and takes advantage of opportunities to improve situations, asks for and offers help when needed.
19. Innovation - Displays original thinking and creativity, meets challenges with resourcefulness, generates suggestions for improving work, develops innovative approaches and ideas, and presents ideas and information in a manner that gets others' attention.

**Qualifications** - To perform this job successfully, an individual must be able to perform each of the Essential Duties and Responsibilities listed above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience - High school diploma or general education degree, two to three years related experience and/or training in the plumbing field, or an equivalent combination of education and experience is required.

Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals in English. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, employees of the University and the public.

Math Skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form in English. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates and Licenses –Must be at least 21 years old and maintain a current Texas driver's license to drive any vehicle on behalf of the university. A tradesman plumbing license is preferred, but not required.

Physical Abilities - While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment - Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The employee is occasionally exposed to outdoor weather conditions which may include extreme cold/heat. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals used to clean and/or renovate buildings and maintain the grounds of the University. The noise level in the work environment is usually loud.

By my signature below, I confirm I have read, understand and can meet all of the expectations and physical requirements in this Job Description.

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Signature

Date