



## **JOB DESCRIPTION- SHOTGUN FACILITY MAINTENANCE**

### **General Description/Primary Purpose:**

The Shotgun Facility Maintenance Worker is responsible for the upkeep, repair, and safe operation of the shotgun team's facilities, equipment, and grounds. This position ensures that all shooting ranges, storage areas, and related facilities are properly maintained to meet safety standards and support the needs of the team and its events.

**Classification:** Part- Time/ Non-Exempt Staff

**Salary:** \$15 hourly, 14 hours weekly

**Appointment:** 10 month appointment - renewable annually.

### **Overview:**

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

### **Job Functions:**

1. Perform routine maintenance and repairs on shooting ranges, target systems, traps, and related equipment.
2. Ensure all facilities comply with safety regulations and are kept clean, organized, and operational.
3. Maintain grounds, including mowing, trimming, and general landscaping around the range.
4. Inspect and service equipment, such as trap machines and safety gear, on a regular schedule.
5. Coordinate with coaches, team members, and staff regarding facility use and maintenance needs.
6. Assist with event setup and takedown, including range preparation and equipment staging.
7. Monitor inventory of supplies, parts, and tools; notify supervisor of purchasing needs.
8. Report and address safety hazards or equipment malfunctions promptly.
9. Perform other duties as assigned to support the safe and efficient operation of the shotgun team's facilities.
10. Represent the athletic department and the college at campus and community events.
11. Support the mission of the community college by fostering positive relationships with students, faculty, staff, and community partners.
12. Perform other duties as may be assigned by supervisors.
13. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.
14. Complete all training assigned by the human resources department.

## **Required Knowledge, Skills, and Abilities**

Individuals must possess the knowledge, skills, and abilities listed below or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodations, by using some other combination of skills and abilities.

- Knowledge of principles of student development and retention in a community college setting.
- Basic knowledge of facility maintenance, repair, and groundskeeping.
- Ability to safely operate hand tools, power tools, and light equipment.
- Mechanical aptitude for troubleshooting and repairing trap machines and range equipment.
- Strong attention to safety and detail.
- Ability to work independently and as part of a team.
- Good organizational and communication skills.
- Strong organizational and time management skills, with the ability to manage multiple tasks and priorities.
- Effective oral and written communication skills.
- Ability to work collaboratively with diverse groups of students, faculty, staff, and community members.
- Ability to serve as a role model for student-athletes, demonstrating integrity, sportsmanship, and professionalism.
- Ability to travel and work evenings and weekends as required.
- Ability to promote the mission and values of the community college and its athletic program.

## **Other Ergonomic Requirements**

Performance of job functions related to instruction requires seeing, hearing and speaking as well as some amount of stooping, kneeling, bending, crouching, reaching, lifting, walking, and carrying of supplies and light equipment. All individuals are required to be able to perform the movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

## **Qualification Standards:**

- 1. Minimum Educational Qualifications:** High school diploma or equivalent.
- 2. Minimum Experience:** Prior maintenance, facilities, or groundskeeping experience preferred.
- 3. Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
- 4. Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.
- 5. Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check.

**Application process:**

1. Letter of Application
2. Resume
3. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment.
4. Murray State College employment application.
5. Background check consent form.

**Submit to:**

Human Resources Office  
Murray State College  
One Murray Campus, Suite AD 104  
Tishomingo, OK 73460  
mscemployment@mscok.edu

**MSC participates in E-Verify.**

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER Murray State College, 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, 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, handicap, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, student financial aid, and education services.