Definition of Class
This is a supervisory position in which the incumbent tests, supervises, and manages the operation and maintenance of the University’s instrumentation and controls, fire alarm systems and inspection, and radio and dispatch. The incumbent frequently exercises independent judgment and discretion. This position reports to the Associate Director-Facilities Operations.

Examples of Work Performed
Manages the daily operation and maintenance of the instrumentation and controls, fire alarm systems and inspection, and radio and dispatch of the university.

Supervises Instrumentation and Controls Supervisor, Radio Dispatch Supervisor, and the Fire Services Coordinator and their subordinate staff.

Assists in development and initiates policies with regard to assigned areas of responsibility.

Meet with contractors and government agencies regarding compliance with codes and requirements.

Monitors crew activity and evaluates assigned supervisor’s performance.

Reviews and advises new system installations.

Monitors and directs development of energy management systems.

Evaluates system design and makes recommendations for operational changes.

Supervises and coordinates with inspection and repair of new and existing fire safety systems through Fire Services personnel.

Monitors inspection reports, recommends actions based on findings.

Assigns and coordinates radio protocols and schedules dispatch operations.

Assists in the development and implementation of radio dispatch and instrumentation and control policies.

Monitors operation of radio dispatch center.

Monitors EMS and implements necessary changes.

Develops specifications, submittals and reviews bids, and procures system components.

Creates reports and supporting documentation for areas under his/her responsibility.

Assists in project management, including interpretation of blueprints and schematics.

Performs similar or related duties as assigned or required.
Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises Instrumentation and Controls Supervisor, Radio Dispatch Supervisor, and the Fire Services Coordinator and their subordinate staff.

2. Oversees the operation of the campus EMS (Emergency Management Systems).

3. Supervises and coordinates with inspection and repair of new and existing fire safety systems.

4. Supervises the work of consultants and contractors when constructing new facilities.

5. Creates reports and supporting documentation for areas under his/her responsibility.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 50 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from a college or university in a related field.

AND

Experience:
Two (2) years of experience related to the above described duties.

Substitution Statement: Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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