JOB DESCRIPTION

Assistant Director of Facilities - Mechanical Services

Definition of Class
This is a supervisory position in which the incumbent manages and oversees the planning, implementation, and coordination of activities of the Mechanical System Group. Collects, analyzes, and reports data on the life cycle of equipment through a computerized preventative maintenance system and assesses productivity and efficiency of personnel through quality control mechanisms.

Examples of Work Performed
Delegates assignments and projects to subordinate managers and engineers and assesses the thoroughness and timeliness of work order responses from the Mechanical Systems Group.

Assists in the development of the maintenance budget, operational policies, and short and long range planning.

Manages and operates a computerized database on work completed, preventative maintenance issues, and work efficiency.

Assesses needs for the hot water system, chilled water system, power plant, gas distribution system, HVAC systems, and energy management system.

Screens and interviews new employees and recommends termination of employees in the Mechanical System Group. Conducts evaluations of subordinate managers and support staff.

Develops, plans, coordinates, implements, and manages a computerized preventative maintenance system for all major mechanical systems. Prepares weekly inspections to ensure the completion of jobs as described. Monitors quality control.

Prepares statistical reports for analysis of mechanical system operations.

Develops, implements, and manages a training program to raise skill levels and enhance performance of the Mechanical Systems staff. Performs periodic testing to verify knowledge base and safety practices.

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. Assists in the development of maintenance budget, operational policies, and long and short-term planning.
3. Develops and maintains database for preventative maintenance, safety, and work completed.
4. Prepares reports and make recommendations for updating mechanical systems equipment.

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 Human Resource Department 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 25 pounds.
- **Vision:** Requirements of this job include close vision and color 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 frequently required to sit and talk and hear. The incumbent is periodically required to walk. Incumbent is occasionally required to use hands to finger, handle or feel objects, tools or controls.

**Experience/Educational Requirements:**

- **Education:**
  Associate’s Degree from a college or university in a related field.

  **AND**

- **Experience:**
  Five (5) 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 Human Resource Department in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/01/15

*The University of Mississippi is an EOE/A/A/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.*