Assistant Director of Maintenance Services

**Definition of Class**
This is a supervisory position in which the incumbent administers the Maintenance Services Division of the Facilities Operations at the University of Mississippi. Incumbent provides direct supervision to maintenance supervisors and coordinates with other divisions within Facilities Operations in developing goals and outcomes for the various elements of maintenance services. Position reports to the Associate Director, Facilities Operations.

**Examples of Work Performed**
Develops and administers policies regarding preventive maintenance and general maintenance operations.

Performs skill assessments and prepares training material for employee development as a part of the apprenticeship program and the improvement and development of journeyman level technicians and supervisory staff.

Provides instruction and testing of various elements within the assigned programs.

Maintains an on-going safety training program.

Evaluates program effectiveness and develops modifications of or adjustments of maintenance routines to provide ongoing improvements in preventive maintenance and rapid response procedures.

Recommends staffing levels to meet program requirements.

Develops specifications, orders materials, fills out forms, writes letters, develops reports and documentation and writes estimates for ongoing maintenance and maintenance renovation type work.

Works in coordination with other administration and engineering staff in the design and implementation of preventive maintenance procedures throughout the Facilities Operations area in a computer based and time managed operation.

Inspects on-going work to assure quality and communicates with customers to assure customer satisfaction.

Reviews plans, attends Facilities Planning meetings for new facilities, and makes recommendations for maintenance improvements to be included in plan based on review.

Reads and interprets complex technical plans, operating instructions and drawings for mechanical, electrical and plumbing systems in institutional facilities.

Maintains knowledge of current practices, codes and laws.

Performs related or similar duties as required or assigned.
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. Provides direction to and evaluation of maintenance supervisors.
2. Develops and administers policies with regard to preventative, general, and night maintenance.
3. Develops and implements training and development of subordinate staff.

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 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 walk. The incumbent is regularly required to stand; sit; use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or bend; and reach with hands and arms.

Experience/Educational Requirements:

Education:
Bachelor's Degree in Building Science or related field from an accredited college or university.

AND

Experience:
Three (3) years of experience related to the above duties.

Licensure:
Must possess a valid driver’s license.

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

Interview Requirements
Any candidate who is called 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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