Definition of Class
This is a supervisory position in which the incumbent coordinates and manages a vehicle service operation. The incumbent oversees a preventive maintenance program for all University owned vehicles and a transportation service for official university use. Incumbent also maintains an adequate inventory of parts and supplies.

Examples of Work Performed
Coordinates and oversees the activities associated with providing customer service at the University Service Station which includes providing normal sale of fuel/oil, parts/supplies, and a detail service (wash and clean-up).

Coordinates and schedules maintenance of all University vehicles including buses, tractors, mowers, golf carts and small engines.


Schedules and determines the type of repair for all University owned vehicles including buses, heavy equipment/service vehicles and other specialized mechanical items such as generators.

Monitors inventory and purchases required parts, gasoline, and oil as necessary.

Retrieves notifications and converts them to work orders. Assigns work orders to the employees.

Bills for services and submits time and materials using SAP.

Performs routine maintenance and repairs on vehicles. Determines whether to send vehicle to community to provide service/repair.

Supervises mechanics, bus drivers, and student workers.

Diagnoses vehicle problems and cost of labor by using Engine Analysis Machines, computerized diagnostic testing, and the Labor Estimate Guide.

Determines whether to repair the damaged part or replace it.

Provides a transportation service for university business. Ensures adequate transportation is available for use.

Coordinates and manages an emergency road service plan. Ensures emergency phones are operational on transportation vehicles.

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. Coordinates and manages a preventive maintenance program for all university owned vehicles.

2. Supervises and conducts preventive maintenance/repairs on all University owned vehicles including buses, heavy
equipment/service vehicles and other specialized mechanical items such as generators.

3. Maintains an adequate supply of gasoline, oil, parts, and supplies.

4. Coordinates a transportation service for university business and an emergency road service plan.

**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 100 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 stand; talk and hear, use hands to fingers, handle or feel objects, tools or controls; stoop, kneel, crouch or bend; and reach with hands and arms. The incumbent is periodically required to walk and climb or balance. The incumbent is occasionally required to sit; and taste or smell.

**Experience/Educational Requirements:**

**Education:**
Graduation from a 2-year technical program in a related field.

AND

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

**OR**

**Education:**
High School Diploma or equivalent (GED).

AND

**Experience:**
Six (6) years of experience related to the above described duties.

**Certification:**
Incumbent must be certified in either Mobile Air Conditioner Service (MACS) or Automotive Services Excellence (ASE).

**Licensure:**
Incumbent must possess a valid Commercial Driver's License.

**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 for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.
The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/DEA 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.