Definition of Class
This is a supervisory position in which the incumbent performs duties assisting with the management and coordination of all areas of physical maintenance and operations of the Contractual Services Department. Incumbent is responsible for managing and coordinating vending, card reader, and student laundry services for the university. Position reports directly to the Manager of Contractual Services.

Examples of Work Performed
Incumbent serves as the liaison to vendors ensuring proper merchandising, servicing, and maintenance of vending machines, laundry machines, and other equipment used in the department.

Coordinates the installation, maintenance, and overall operations of installed access and squadron systems. Makes recommendations to campus departments regarding access needs, installs equipment, and troubleshoots problems.

Coordinates the operation of the student laundry service located in various residence halls. Ensures that all equipment is maintained and that all services provided are in accordance with departmental requirements.

Ensures proper operation of installed surveillance camera systems.

Oversees the operation of department delivery services.

Ensures maintenance of accurate records and inventories. Prepares reports reflecting work activities and financial status.

Plans and schedules work, ensuring proper distribution of assignments and adequate personnel, space, and facilities for subsequent performance of tasks.

Recommends procurement of equipment and facilities instrumental to the performance of assigned tasks.

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 vending, card reader, and student laundry services for the University.

2. Plans and schedules work, ensuring proper distribution of assignments and adequate personnel, space, and facilities for subsequent performance of tasks.

3. Coordinates the installation, maintenance, and operations of installed access, squadron systems, and surveillance camera systems.

4. Reviews proposed policies and procedures. Makes recommendations for increasing savings and cost reductions.

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

Experience/Educational Requirements:

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

AND

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

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.

Rev. 03/31/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Title VI/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.