JOB DESCRIPTION

Maintenance Technician – Alumni Affairs

Definition of Class
This is a position in which the incumbent is responsible for providing facilities maintenance and repairs at The Inn at Ole Miss and Triplett Alumni Center (TAC). Incumbent performs routine preventive and repairs facilities, plumbing, electrical, carpentry, and HVAC maintenance. Incumbent reports directly to the Manager – The Inn at Ole Miss.

Examples of Work Performed
Performs routine preventive maintenance for facility and equipment.

Responds to maintenance emergency calls.

Performs repairs to facility to include drywall/plaster, painting, carpentry, electrical, plumbing, HVAC or other repairs.

Replaces or repairs worn, damaged, or leaking plumbing fixtures.

Repairs and alters existing secondary electrical circuit.

Services, repairs, or replaces electrical appliances, motors, fuses, switches, and outlets.

Selects proper materials, and tools to maintain facility or make necessary repairs.

Repairs and replaces light fixtures, ceiling tiles, windows and floors, as needed.

Performs routine carpentry work.

Repairs drywall/plaster and applies touch-up paint in guest rooms and public areas as needed.

Check, resets, and repairs HVAC equipment.

Purchases proper materials and tools to maintain facility or make necessary repairs.

Detects facility maintenance needs and estimates cost of all drywall/plaster, painting, carpentry, electrical, plumbing, HVAC or other repairs.

Maintains records of building systems and provides reports regarding facility maintenance and repairs.

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. Responsible for providing facilities maintenance at The Inn at Ole Miss and TAC.

2. Responds to maintenance emergency calls.

3. Maintains records of building systems and provides reports regarding facility maintenance and repairs.
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; walk; talk and hear; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

  Education:
  High School Diploma or equivalent (GED).

  AND

  Experience:
  Five (5) years of experience related to the above described duties and/or completion of an apprenticeship program.

  AND

  Licensure:
  Must possess a valid driver’s license.

Background Requirements
This position requires a background check upon hire.

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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