Definition of Class
This is a supervisory position in which the incumbent performs duties associated with the installation, maintenance and repair of heating and air conditioning equipment, hot water, refrigeration, vacuum systems and ice machines. Incumbent is also responsible for keeping faculty, staff and students in a comfortable environment and in keeping in compliance with new EPA regulations. The incumbent relieves supervisor of routine administrative duties and has the authority to exercise discretion and judgment in a wide variety of areas. Incumbent reports to the Assistant Superintendent – Mechanical Services.

Examples of Work Performed
Supervises and participates in the installation, maintenance and repair of heating, refrigeration, kitchen appliances and air conditioning systems.

- Plans and schedules work for the shop.
- Makes material estimates, submits requisition and interfaces with local vendor and contractors, as needed.
- Trains and instructs new personnel in heating, air conditioning and refrigeration repair.
- Inspects work in progress and upon completion for conformance to specifications and instructions.
- Prepares reports and analyses on equipment and regulations.
- Recommends various personnel actions including, but not limited to, hiring, merit recommendations, promotions and vacation schedules.

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. Supervises and participates in the installation, maintenance, and repair of heating, refrigeration, kitchen appliances, and air conditioning systems.
2. Plans and schedules work for subordinate employees.
3. Trains and inspects work of subordinate personnel.
4. Requisitions materials and supplies, and maintains inventory.
5. Prepares reports, and analyzes equipment and regulators.

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 more than 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 regularly required to reach with hands and arms. The incumbent is frequently required to stand or walk; and to use hands to finger, handle or feel objects, tools, or controls; and to stoop, kneel, crouch or crawl; and to climb or balance. The incumbent is occasionally required to sit.

**Experience/Educational Requirements:**

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

AND

**Experience:**
Eight (8) years 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.

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