JOB DESCRIPTION

Maintenance Supervisor

Definition of Class
This is a supervisory position in which the incumbent supervises and coordinates the activities of a maintenance crew. The incumbent participates in and schedules response to work orders, assigns tasks to appropriate maintenance technicians, provides guidance support in completing assignments, performs and ensures routine preventive maintenance and inspections on machines, equipment, and facilities is completed.

Examples of Work Performed
Supervises and participates in the replacement or repairing of plumbing fixtures (faucets, valves, fittings, bath & shower facilities, water heaters, and other related equipment). Removes worn, damaged, or leaking items.

Supervises and participates in the repair and alteration of existing secondary electrical circuits.

Supervises and participates in the service, repair or replacement of electrical appliances, motors, fuses, switches, and outlets in order to provide efficient and well maintained electrical service by selecting proper materials, reading electrical schematics, and using electrical instruments and hand tools.

Supervises and participates in the repair or replacement of facilities to include ceiling tiles, broken windows, floor tiles, or other similar carpentry type work.

Supervises and participates in the checking, resetting, and repairing of HVAC equipment.

Detects defective operations and estimates costs of all electrical, plumbing, HVAC, and boiler repair jobs.

Assists in supervising and scheduling preventative maintenance of machines, equipment and parts.

Maintains records of building systems and makes standard reports to supervisor regarding equipment repaired or replaced.

Supervises and coordinates the inspection and repair of new and existing building automation systems and fire safety systems. Ensures code compliance with applicable safety codes.

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. Supervises, trains, and coordinates the activities of a maintenance crew.
2. Supervises and participates in completion of repairs and preventive maintenance functions for electrical, plumbing, HVAC, boiler, and facilities.

**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; and reach with hands and arms. The incumbent is periodically required to climb or balance; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

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

  AND

- **Experience:**  
  Eight (8) years of experience related to the above described duties.

  AND

- **Licensure:**  
  Incumbent must possess a valid Mississippi Driver’s License.

**Interview Requirements**

Any candidate who is called to an agency 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. 09/06/2015

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