Definition of Class
This position is responsible for the service and maintenance of all equipment and University vehicles as determined by the area in which assigned. The incumbent performs preventive maintenance as well as makes minor and major mechanical repairs on University vehicles, tractors, mowers, golf carts, small engine equipment, and any other related pieces of mechanical equipment. Depending upon the area in which assigned, this position may have to be knowledgeable of sharpening and setting blade heights on reel mowers. The incumbent must have knowledge of diesel/gas engines and repairing electrical systems such as alternators, starters, wiring problems, etc. The incumbent may supervise other support staff.

Examples of Work Performed
Supervises and conducts routine preventive maintenance as well as major mechanical repairs on University vehicles, tractors, mowers, golf carts, small engine equipment, and any other related pieces of mechanical equipment.

Determines whether to repair the damaged part or replace it with a new part.

Prepares and maintains a written log that is updated to inform staff of the status of equipment and to record the service for each vehicle or equipment.

Inspects all lawn mowers to make sure the blades are sharp and are set at the correct cutting height, periodically.

Develops and monitors a preventive maintenance program to assist in the upkeep of all equipment.

Communicates with supervisor any problems with equipment and/or servicing vehicles in order to determine possible solutions.

Recommends the replacement of or the purchase of equipment, parts, and supplies.

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. Services and maintains all equipment and University Vehicles as determined by the area in which assigned.
2. Performs preventive maintenance as well as makes minor and major repairs on University vehicles, equipment, and any other related pieces of mechanical equipment.
3. Repairs electrical systems such as alternators, starters, wiring problems, etc.

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 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 standard four-year high school or equivalent GED.

AND

**Experience:**
Three (3) years of experience related to the above described duties.

AND

**Licensure:**
Incumbents must possess a valid driver’s license and obtain a Class D Driver’s License within the first six months of employment.

**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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