Definition of Class
This is a supervisory position in which the incumbent is responsible for overseeing and participating in the service and maintenance of designated equipment and University vehicles. The incumbent performs preventive maintenance as well as makes minor and major mechanical repairs on University vehicles, tractors, and other small engine equipment. The incumbent must have knowledge of diesel/gas engines and repairing electrical systems such as alternators, starters, wiring problems, etc.

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

Diagnoses vehicle problems and cost of labor by using Engine Analysis Machines, computerized diagnostic testing, and the Labor Estimate Guide.

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.

Straightens, fills, smooths, and paints damaged areas of University vehicle bodies.

Purchases for resale automotive parts and related items used. Maintains records of each sale or repair and bills the appropriate department for services.

Constructs or modifies equipment according to plans, using an electric or acetylene welder.

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.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

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.
4. Supervises and participates in the operations of the assigned area.

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 for 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, 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: Five (5) 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 Check 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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