JOB DESCRIPTION

Water System Coordinator - Biological Field Station

**Definition of Class**
Incumbent in this job class is responsible for the maintenance of plumbing and drainage systems at The University of Mississippi Biological Field Station and the Center for Water and Wetland Resources. Incumbent performs various duties associated with overall site maintenance, and serves as the primary source for plumbing related activities. Work involves the operation and repair of heavy equipment, as well as the development of research sites and equipment.

**Examples of Work Performed**
Identifies preventative maintenance issues related to plumbing and drainage systems.

Works closely with the Biological Field Station Manager to implement a preventative maintenance schedule for plumbing and drainage systems.

Installs, connects, repairs, and tests plumbing fixtures.

Identifies and records routing of pipe and plumbing fixtures.

Ensures that relevant state and federal regulations are followed.

Manages and tracks inventory of plumbing supplies for the Biological Field Station and the Center for Water and Wetland Resources.

Identifies operational issues in need of correction.

Insures smooth communication with all appropriate offices and programs on the Oxford campus.

Provides technical guidance and direction to assigned personnel.

Operates and maintains equipment such as backhoes, trenches, and pipe cleaning equipment.

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. Assists with the development and implementation of a preventative maintenance schedule for plumbing and drainage systems at The University of Mississippi Biological Field Station and the Center for Water and Wetland Resources.

2. Maintains inventory of all plumbing supplies at The University of Mississippi Biological Field Station and Center for Water and Wetland Resources.

3. Oversees the operation and maintenance of the Center for Water and Wetlands wastewater treatment system.

4. Assists with the development and repair of research sites and equipment.

**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 Human Resource Department 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 occasionally required to stand; walk; sit; talk and hear; use hands to finger, handle or feel; climb or balance; stoop, kneel, crouch, or bend; reach with hands and arms; taste or smell; and run.

**Experience/Educational Requirements:**

- **Education:** Graduation from high school or equivalent (GED).

**AND**

- **Experience:** Three (3) years of 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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