JOB DESCRIPTION

Bike Mechanic and Service Technician

**Definition of Class**
This is a position in which the incumbent is responsible for repairing University bikes, routine maintenance of departmental vehicles, sign maintenance, auditing of parking lots and curb painting. Incumbent reports to the Manager of Transportation.

**Examples of Work Performed**
Performs routine preventive maintenance and repair of University bikes.

Maintains department vehicles by transporting them to the Physical Plant for maintenance.

Performs repairs to parking signage, road markings, and bus stops.

Keeps up to date and accurate parking lot inventory by performing audits; coordinates parking changes.

Sets up equipment for events or restricted areas.

Ensures signs are installed in appropriate places.

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. Responsible for bike maintenance and repairs.
2. Ensures routine maintenance on departmental vehicles.
3. Performs repairs on parking signage, road markings, and bus stops.
4. Maintains parking lot inventory.

**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; walk; talk and hear; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
High School Diploma or equivalent (GED).

AND

Experience:
Two (2) years of experience related to the above described duties.

AND

Licensure:
Must possess a valid driver’s license.

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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