JOB DESCRIPTION

Assistant Superintendent-Mechanical Services

Definition of Class
The incumbent in this position supervises the maintenance, service, and installation of all mechanical systems on campus by coordinating work of the Heating/Air Conditioning and Boiler Shops. The incumbent reports directly to the Assistant Director for Mechanical Services.

Examples of Work Performed
Supervises each shop to make sure employees are on time and aware of projects.

Assists in supervising and coordinating the activities of the heating, air conditioning, boiler, and central plant sections.

Assists in developing, implementing, and monitoring a comprehensive preventive maintenance program for assigned groups.

Communicates programs to appropriate management personnel.

Assists in supervising and coordinating the installation, repair, assembly and maintenance of drainage, air, gas and vacuum systems, including heating, air conditioning, kitchen appliances, refrigeration systems, and boilers.

Locates parts for outdated equipment.

Obtains access to buildings when not in use in order for installation or maintenance crews to continue work.

Meets with supervisor and departmental management on project needs.

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. Supervises and coordinates the activities of the heating/air conditioning and boiler shops.

2. Identifies sources for parts on outdated equipment.

3. Obtains access into secured buildings for purposes of installation or maintenance.

4. Communicates program and project activities with both supervisor and department managers.

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. The incumbent is occasionally required to walk; sit; use hands to finger, handle or feel objects, tools or controls; climb or balance; stoop, kneel, crouch or crawl; and reach with hands and arms.

**Taste/Smell:** Ability to use the sense of smell to recognize and distinguish odors. Ability to use the sense of taste to recognize and distinguish flavors.

Experience/Educational Requirements:

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

AND

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

AND

**Licensure:**
Must possess a valid driver’s license.

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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