Assistant Supervisor of Maintenance Technicians

Definition of Class
The incumbent in this position is responsible for assisting with the coordination and supervision of maintenance crews. The incumbent oversees renovation projects of maintenance crews. Incumbent performs repair and maintenance on machines and equipment within specified areas.

Examples of Work Performed
Assists in supervising and performs the repair and maintenance of permanent structures within assigned areas.

Assists in supervising and scheduling preventive maintenance of machines, equipment, and parts.

Assists in supervising, and replaces and repairs plumbing fixtures. Removes damaged or leaking parts.

Assists in supervising the repairing and replacement of electrical appliances.

Checks and resets boilers and HVAC equipment. Repairs and replaces ceiling tiles, broken windows, floor tiles, and other similar carpentry work.

Assists with the repairs and alterations of existing secondary electrical circuits.

Purchases replacement parts and materials.

Assists with receiving and scheduling work orders for assigned maintenance crews, ensuring proper distribution of work assignments.

Meets with customers to review requests, discuss options for repair or replacement of parts, and/or determine cost estimates.

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. Assists in the supervision, training, and coordinating the activities of maintenance crews.

2. Performs routine repair and maintenance of facilities.

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 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 frequently required to stand; walk; talk and hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is periodically required to climb or balance; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
High School Diploma or equivalent (GED).

AND

Experience:
Four (4) years of experience related to the above described duties.

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.

Rev. 04/08/2015

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