**Definition of Class**
This is a non-supervisory position in which the incumbent performs routine preventive maintenance and repair service work on University vehicles and equipment on a daily basis. Incumbent reports to the Coordinator of Service Station and Transportation.

**Examples of Work Performed**
Performs routine preventive maintenance on University vehicles: lubricates, washes, fills with fuel, repairs and mounts tires, replaces lights.

Performs mechanical repairs on vehicles: over-hauls engine, repairs differentials and transmissions, replaces fuel pumps, and similar operations.

Straightens, fills, and paints damages to automotive bodies.

Installs utility beds on trucks.

Operates service truck to tow vehicles.

Maintains records of services and supplies used for departmental billing.

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. Performs routine maintenance and repair service work on University vehicles.

2. Operates service truck to tow vehicles.

**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 sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

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

AND

Experience: One (1) year of experience related to the above described duties.

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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