JOB DESCRIPTION

Maintenance Utility Worker

Definition of Class
This is a non-supervisory position that provides technical guidance to subordinate personnel; performs repairs and maintenance in University facilities to include plumbing, electrical, heating, air conditioning, refrigeration, painting, and mechanical duties. Incumbent ensure that proper repairs are done upon vacancy of facilities.

Examples of Work Performed
Performs repairs and maintenance in University dormitories and village units to include plumbing, electrical, heating, air conditioning, refrigeration, painting, and mechanical duties.

Picks up tickets requesting services and performs necessary repair work; prepares tickets on completed work showing date, type of repairs, and supplies or equipment used.

Conducts routine inspections of building and equipment rooms; checks and reports equipment malfunctions and takes corrective action as instructed.

Operates truck to pick up and deliver supplies and performs routine inspection and maintenance of vehicles.

Cleans, refurbishes, and paints University buildings and residential units.

Replaces malfunctioning units or parts and ensures the safe operation of equipment and facilities.

Reports potential hazards, which are beyond the scope of assigned duties.

Performs necessary custodial duties inside and outside of assigned buildings.

Cleans, services, and stocks supplies in University facilities.

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 manual labor such as moving furniture and equipment; arranging furniture, stages, and seating; and digging holes and ditches.

2. Assists in the cleaning of grounds after special events and sweeps and cleans streets using hand tools.

3. Makes minor repairs to streets including repairing and replacing signs.

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

**Experience/Educational Requirements:**

- **Education:** Ability to read, write, and understand basic instructions.

  AND

- **Licensure:** Incumbent must have 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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