Definition of Class
This is a non-supervisory position that provides technical guidance to subordinate personnel; reports to the Transportation Supervisor; coordinates and participates in the moving of furniture and equipment from one location to another; cleans and repairs streets and excavates small areas of campus. Incumbent operates trucks, tractors, front-end loaders and forklifts.

Examples of Work Performed
Coordinates and participates in the moving of furniture and equipment from one location to another.

Assists in cleaning of grounds after special events; arranges furniture, stages, and seating for special events.

Sweeps and cleans streets; makes minor repairs to streets; repairs and replaces signs.

Excavates small areas of the campus.

Operates trucks, tractors, front-end loaders and forklifts, when required in performance of duties.

Performs other duties relevant to the non-availability of other personnel.

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. Coordinates and assists with moving and/or arranging furniture and equipment.

2. Cleans and maintains University streets and grounds.

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

Experience/Educational Requirements:

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

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.

Rev. 04/08/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Title VI/Title IX /504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.