Definition of Class
This is a non-supervisory position in which the incumbent is responsible for performing duties associated with the upkeep and maintenance of a University Shop. Incumbent is responsible for maintenance and minor repairs on shop equipment and maintaining the appearance of shop equipment and facilities to ensure a safe working environment for shop staff.

Examples of Work Performed
Performs preventative maintenance and minor repairs on a variety of equipment.

Performs materials handling duties associated with unloading, gathering, storing, and/or disposing of various materials.

Maintains inventory of shop materials and notifies supervisor of materials shortages. Maintains inventory of department equipment.

Maintains the appearance of shop equipment and facilities.

Operates machine shop equipment: milling machines, lathes, grinders, cutters, sheet metal equipment, drill press, welders, soldering irons, saws, and/or woodworking equipment.

Maintains safe working environment and regularly abides by shop policies and procedures.

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 preventative maintenance and minor repairs on a variety of equipment.

2. Maintains inventory of department equipment and materials.

3. Maintains the appearance of shop equipment and 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 50 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 or stand; and to use hands to finger, handle or feel objects, tools, or controls. The incumbent is frequently required to reach with hands and arms; and to climb or balance. The incumbent is occasionally required to sit; and to stoop, kneel, crouch or crawl.

Experience/Educational Requirements:

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

   AND

   Experience:
   Six (6) months of experience related to the above described duties.

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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