

## Position Announcement

### **JOB TITLE: Maintenance Technician**

The Mississippi Board of Trustees of State Institutions of Higher Learning System Office seeks applications for the position of **Maintenance Technician**. This position reports to the Superintendent of Buildings and Grounds. IHL is governed by a twelve-member Board of Trustees and consists of eight universities. The eight universities enroll over 80,000 students. The System office is located in Jackson, Mississippi.

#### **Job Summary**

The Maintenance Technician performs various skilled and semi-skilled tasks in the repair and maintenance of machinery, buildings, and equipment. IHL offices are located in Jackson, Mississippi.

#### **Essential Functions**

A review of this description has excluded the marginal functions of this job which are incidental to the performance of fundamental job duties. All duties or requirements are essential job functions. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

- Adhere to IHL Executive Office and department policies, procedures, and regulations.
- Responsible for performing highly diversified duties to install, troubleshoot, repair and maintain the facility and facility equipment according to safety, predictive and productive maintenance systems and processes.
- Installs electrical conduit, wiring, switching devices, controls, outlets, fixtures, motors, and other such equipment.
- Tests, maintains, and evaluates equipment performance using instruments such as voltmeters, ohmmeters, pyrometers, and pressure gauges.
- Tests and calibrates pneumatic HVAC controls.
- Performs skilled maintenance activities including construction, sheet rock, welding, brazing, soldering, and plumbing.
- Checks and repairs pumps, fans, valves, and motors.
- Adjusts, repairs, and replaces electrical and electronic pneumatic relays.
- Inspects and troubleshoot equipment and systems.
- Performs regular preventive maintenance on machines, equipment and plant facilities.
- Prepares accurate records for preventive maintenance.
- Makes minor carpentry, electrical, mechanical and plumbing repairs.
- Conduct maintenance tasks such as replacing light bulbs, repairing water leaks.
- Performs minor cosmetic fixes such painting, mudding, replacing sheetrock, replacing ceiling tiles etc.
- Inspects and troubleshoot equipment and systems.
- Uses a variety of hand and power tools and material handling equipment in performing duties.
- Sets up, or move chairs, tables and equipment in offices, meeting rooms, and function rooms.
- Keeps tool tote/box on hand during business hours.
- Complies with safety regulations and maintain clean and orderly work areas.
- Performs grounds keeping and building maintenance duties, as needed.

### Competencies

Technical Capacity      Communication Proficiency      Initiative  
Ethical Conduct      Results Driven

### Supervisory Responsibility

This position has no supervisory responsibilities.

### Education and Experience

Required: High school diploma/GED and completion of a craft apprenticeship, or an equivalent number of years of education and maintenance experience.

### Working Environment

Work is performed in a variety of environmental conditions, both indoors and outdoors, with exposure to wide temperature variations, noise, vibrations, fumes, odors, dust, machinery and its moving parts; occasional exposure to hazardous conditions and harsh chemicals.

### Mental/Physical Requirements

Demonstrate ability to work with hands and to work in mechanically oriented situations following supervisor's instructions. General knowledge of various types of equipment used in the building trades. Ability to work with little or no supervision, given proper instructions Ability to follow instructions, given either orally or in writing. Working knowledge of plumbing, electrical, construction, and air conditioning equipment. Ability to read and write and to follow detailed written instructions.

May regularly walk or stand and/or regularly lift and move heavy objects, materials. While performing the duties of this job, the incumbent is regularly required to: move; sit, stand, walk, climb/ladders, squat/kneel, reach, grasp, push/pull, twist/bend, lift/carry up to 80 lbs. multiple times per shift, talk, hear, and see. Must be able to operate vehicles and machinery required for job responsibilities.

### Position type and expected hours of work

This is a full-time position. Days and hours of work are Monday through Friday, 7:30 a.m. to 4:30 p.m.

### Travel

No travel is expected for this position.

### Application Requirements

Completed applications should include a current résumé; and names, address, e-mail address, and phone numbers of three (3) professional references. Review of applications will begin immediately and will continue until the position is filled. Women and minorities are encouraged to apply. To apply for this position, submit an official [IHL Application for Employment](#), along with the documents noted above to the following address:

**Mississippi Institutions of Higher Learning**  
**Office of Human Resources**  
**3825 Ridgewood Road**  
**Jackson, MS 39211**

Applications may also be emailed to: [hr@mississippi.edu](mailto:hr@mississippi.edu) or faxed to 601.432.6990.

For more information regarding IHL, visit our web site at [www.mississippi.edu/ihl](http://www.mississippi.edu/ihl)

The Board of Trustees of State Institutions of Higher Learning is an Equal Opportunity Employer.