

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 IHL 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. The IHL System Office is 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.

- Adheres to IHL System Office and department policies, procedures, and regulations.
- Responsible for performing highly diversified duties to install, troubleshoot, repair, and maintain the facilities at the IHL complex and facility equipment at the IHL complex according to safety, predictive and productive maintenance systems, schedules, and processes. These facilities include the Tower Building, Universities Center and ETV/MPB building.
- Ability to assume team lead duties and responsibilities if required by the Superintendent of Buildings and Grounds. This would include assisting the Superintendent of Buildings and Grounds with weekly work schedules and any other duties deemed necessary by the Superintendent of Buildings and Grounds.
- 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.
- Checks and repairs pumps, fans, valves, and motors.
- Adjusts, repairs, and replaces electrical and electronic pneumatic relays.
- Inspects and troubleshoots equipment and systems including machinery, HVAC, plumbing, and electrical systems as they arise.
- Performs regular preventive maintenance on machines, equipment, and plant facilities throughout the IHL complex.
- Prepares accurate records for preventive maintenance and daily operations.
- Responds to emergencies and urgent needs on short notice including after-hours
- Makes minor carpentry, electrical, mechanical, and plumbing repairs as needed.
- Conducts routine maintenance tasks such as replacing light bulbs, repairing water leaks etc. and performs minor cosmetic fixes such as painting, mudding, replacing sheetrock, replacing ceiling tiles etc. throughout the IHL complex.
- Uses a variety of hand and power tools and material handling equipment in performing duties.

- Sets up, or moves furniture and equipment in offices, meeting rooms, and function rooms throughout IHL complex.
- Keeps tool tote/box on hand during business hours.
- Complies with safety regulations and maintains clean and orderly work areas.
- Performs grounds keeping and other building maintenance duties not listed above, as needed.

Competencies

Technical Capacity	Communication Proficiency	Initiative
Ethical Conduct	Results Driven	

Supervisory Responsibility

This position has no supervisory responsibilities.

Education and Experience

Required: A high school diploma or the equivalent and a minimum of five (5) or more years of experience in maintenance or maintenance related work. Applicants with apprenticeships or training certificates from a vocational school or college program is strongly preferred. Applicants with team-lead experience in maintenance are strongly preferred.

Considerable knowledge of the methods, materials, tools, and practices used in at least two of the buildings, electrical or mechanical trades. Considerable knowledge of the occupational hazards and safety precautions of the trades involved. Skill in the care and use of tools and equipment used in the trades involved. Ability to detect defects in equipment and to make proper repairs or adjustments. Ability to lead a small group of semiskilled workers on maintenance jobs as Directed by the Superintendent of Buildings and Grounds.

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 multiple 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

Occasional travel around the Jackson metro area to pick up maintenance supplies can be 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 or faxed to 601.432.6990.

For more information regarding IHL, visit our web site at www.mississippi.edu/ihl

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