

NOTICE OF VACANCY

Fleet Mechanic -(Pool)

REPORTS TO: Director of Facilities Management

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Fleet Mechanic will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

Responsible for planning, organizing, and performing maintenance, repair, and inspections on the college fleet and other vehicles so that fleet will be kept in a safe and well-maintained state in order to minimize problems and interruptions to the educational process.

More specifically, the Fleet Mechanic is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Inspect/operate vehicles and equipment to diagnose problem and determine repairs needed
- Maintain and repair automotive heating/cooling systems
- Maintain records of bulk oil usage and fuel usage
- Maintain records of maintenance and repairs on all college vehicles, tractors, forklifts, mowers and other equipment
- Must maintain high safety standards and good housekeeping methods in automotive maintenance shop
- Rebuild, replace, or repair vehicles parts such as brakes electrical systems, powertrain components, etc.
- Recommend when repairs need to be outsourced
- Repair of gasoline and diesel engines and related equipment
- Responsible for the cleaning of vehicles and various related duties
- Responsible for tire repair and that the tires are safe for vehicle operation.
- Responsible for daily inspection and routine maintenance of fleet vehicles
- Perform other duties as assigned by the Director of Facilities Management.

MANDATORY QUALIFICATIONS

- Applicant must have an Associate Degree in Automotive Technology or equivalent experience
- Applicant must have Seven (7) years of experience in automotive repair
- Applicant must have a Proper Automotive Refrigerant Usage Certificate
- Applicant must be skilled in the use of tools, equipment and machines related to automotive repair
- Applicant must possess a valid Mississippi driver's license
- Applicant must be able to lift, bend, stoop, work overhead and work in extreme environments

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The work requires considerable and strenuous physical exertion such as climbing ladders, frequent lifting of objects over 50 pounds, crawling or crouching in restricted areas. Occasional lifting of heavy objects weighing 75 pounds or more is required. The work area involves moderate discomfort and/or risk such as operating heavy machinery or dangerous equipment, or frequent exposure to hazardous materials. Alternatively, the work area may be subject to environmental discomfort such as poor ventilation. Loud noises, and/or extremes of heat or cold. The work often requires wearing protective gear that may be uncomfortable. The nature of the work environment may produce moderate levels of stress.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

TERMS OF EMPLOYMENT

This is a full-time, 12-month, non-exempt, and Services Employee (SE) position

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form
2. **High School diploma, Unofficial High School Transcript(s), or GED**
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External – Until Filled