



NOTICE OF VACANCY

General Maintenance Technician – Greenville Location

REPORTS TO: Director of GHEC Operations and General Maintenance Team Lead (Dual Reporting)

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 Facilities Technician 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.

The General Maintenance Technician will perform the duties normally required for the effective maintenance of the Greenville Higher Education Center (GHEC) and the Charles W. Capps, Jr. Technology Center (Capps Center), including mechanical repair, maintenance and up-keep of plumbing fixtures, electrical devices, etc. Other duties are to coordinate, inspect, and serve as facility liaison for contractual services associated with the operation and maintenance of the GHEC. The General Maintenance Technician will follow recognized procedures and techniques to perform safely duties including repairing, replacing and/or installing in the carpentry, painting, plumbing, and electrical trades.

In addition, the General Maintenance Technician will coordinate and set up furniture and other materials/equipment necessary for functions held at the GHEC. The General Maintenance Technician assists the grounds crewman in daily landscaping and grounds duties to keep campus grounds clean, safe, and well-maintained for both the GHEC campus and the Capps Center. The General Maintenance Technician works under a dual reporting structure and reports to the Director of GHEC Operations and the General Maintenance Team Lead for major repairs.

More specifically, the General Maintenance Technician is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Repair and maintain machinery and mechanical equipment in accordance with diagrams, sketches, operating manuals, and manufacturers' specifications.
- Perform repairs and/or replacement of plumbing fixtures, valves, and other devices as required.
- Perform repairs and/or replacement of electrical fixtures, devices, and appliances as required.
- Perform carpentry work as required to repair windows, doors, hardware, screens, furniture, etc.
- Observe and adjust a wide variety of mechanical machines and devices in operation to assure proper operation, including computer-controlled heating/ventilating/air conditioning and lighting systems; pumps, engines, motors, conveyors, compressors, and laboratory equipment.
- Coordinate major repairs with outside contractors when necessary, including reading blueprints as necessary. Coordinate and inspect the work of contractors of custodial services and grounds keeping.

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 non-discrimination policies: Waunita Roberts Jones, Executive Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; EEOC@msdelta.edu.

DUTIES AND RESPONSIBILITIES (cont.)

- Coordinate and inspect the work of contractors.
- Monitors and orders all paper products and other supplies necessary for the efficient operation of the GHEC Center.
- Communicate with key administrative personnel and MDCC facilities management staff on special events and functions that may require special furnishing arrangements and other duties that may be required.
- Serve as designated key holder for the GHEC.
- Make appropriate decisions on any maintenance problems that may arise.
- Respond to emergency repairs during classes and special events.
- Responsible for setting up furniture and other materials necessary' for event functions being held at the GHEC.
- Assist with the grounds keeping of the facility, including cutting and watering grass, picking up debris, trimming hedges, edging the lawn, etc.
- Adhere to all policies and procedures set forth by the college.
- Oversee and maintain all inventory in conjunction with the Director of GHEC Operations.
- Maintain inventory of grounds equipment and keep equipment secure.
- Maintains assigned vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Ensure that all routine (daily) maintenance is being performed on all grounds equipment and that equipment is not being abused.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs delivery services by identifying supplies, materials, and equipment to be delivered from invoices or order forms, safely loading items on the delivery vehicle, safeguarding items during transit, delivering items to the correct department, and obtaining the appropriate signature for the receipt of the delivered items.
- Prepares outdoor locations for Special Events as needed by campus operations and, if applicable, painting and marking athletic fields, moving bleachers and seating, and erecting portable goals or other athletic equipment.
- Removes unsightly trash and debris from public areas by regularly inspecting grounds, drains, manhole covers, etc., for debris; raking, sweeping and bagging leaves, debris, dirt and trash from streets, sidewalks, parking lots, tunnels, and transporting the trash to designated central collection points on a daily basis.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Supervises planting, cultivating, and trimming grounds, landscaping and sanitation.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.
- Other duties as assigned by the Director of GHEC Operations, General Maintenance Team Lead, and Executive Director of Facilities Management

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MANDATORY QUALIFICATIONS

- High School diploma or equivalent
- Six (6) years of commercial, industrial, or residential experience
- A valid Mississippi Driver's License

KNOWLEDGE AND SKILLS REQUIRED

- Ability to exercise tact and discretion with students and the public, including reasonable standards of personal appearance.
- Ability to follow instructions from supervisors or senior maintenance workers.
- Ability to use hand tools and power tools.
- Applicant must possess knowledge of methods, materials, tools, equipment, occupational hazards, and safety precautions of the trade.
- Excellent organizational and time management skills.
- Knowledge of general carpentry and repair.

PHYSICAL DEMANDS

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. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. ***This position requires travel between the Greenville Higher Education Center (Greenville) and the Capps Center (Indianola) as well as working some evenings and weekends. Transportation between campuses while in the course and scope of employment will be provided by the College.***

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.

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TERMS OF EMPLOYMENT

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

SALARY

\$50,000.00 annually

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 TO APPLY

Internal/External – July 2, 2026 at 5:00 p.m.

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