



## NOTICE OF VACANCY

### *Facilities Management Technician II (GHEC)*

**Reports To:** Dean of GHEC Operations and the 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 Facilities Management Technician II 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 Facilities Management Technician II will perform the duties normally required for the effective maintenance of the Greenville Higher Education Center (GHEC), the Capps Technology Center one day each week, and the Yarber Campus, 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 (custodial) associated with the operation and maintenance of the Greenville Higher Education Center and the Yarber campus. The Facilities Management Technician II 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 Facilities Management Technician II will coordinate and set up furniture and other materials/equipment necessary for functions held at the Centers. The Facilities Management Technician II will report directly to the Dean of GHEC Operations and the Director of Facilities Management for major repairs. Duties and responsibilities may change based on COVID-19.

### **Duties and Responsibilities:**

- Adhere to all policies and procedures set forth by the college.
- Assist with the grounds keeping of the facility, including watering grass, picking up debris, etc.
- Communicate with key administrative personnel and MDCC physical plant staff on special events and functions that may require special furnishing arrangements and other duties that may be required.
- Coordinate and inspect the work of contractors of custodial services and grounds keeping.
- 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.
- Make appropriate decisions on any maintenance problems that may arise.
- Monitors and orders all paper products and other supplies necessary for the efficient operation of the Center.
- 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.
- Oversee custodial staff including scheduling for events and day-to-day activities.
- Perform carpentry work as required to repair windows, doors, hardware, screens, furniture, etc.
- Perform other duties as assigned and necessary for the effective operation and maintenance of the Greenville Higher Education Center.
- Perform repairs and/or replacement of electrical fixtures, devices, and appliances as required.
- Perform repairs and/or replacement of plumbing fixtures, valves, and other devices as required.

*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: Steven J. Jones, Vice President of Administrative Services, Tanner Hall, Suite 202, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.*

## **Duties and Responsibilities (cont.)**

- Repair and maintain machinery and mechanical equipment in accordance with diagrams, sketches, operating manuals, and manufacturers' specifications.
- Respond to emergency repairs during classes and special events.
- Responsible for setting up furniture and other materials necessary for events held at the Center.
- Serve as designated key holder for the facility.
- Work weekend events as required.
- Work with Campus Police, faculty, staff, and students to carry out crisis management drills.
- Work with the landscaping volunteer.
- Due to COVID-19, duties or tasks may be added or altered.
- All other duties as assigned.

## **Physical Demand/Work Environment:**

- 50% heated/cooled building, 50% building grounds.
- Must be willing and able to work in all areas of the building or out of doors in all seasons.
- Must focus on multiple tasks simultaneously.
- Near visual acuity for reading instructions, manual specifications, etc., and safety required.
- The Facilities Management Technician II will operate power tools and equipment.
- Will be required to work evenings and weekends according to the needs of the Center.
- Work involves moving or lifting of equipment, materials, and tools. In addition, climbing extension ladders, balancing, stopping, kneeling, crouching, or movement within confined areas including equipment, crawl and attic spaces will be required.

## **Qualifications:**

### **Mandatory Requirements include:**

- Applicant must hold a high School diploma or GED, and a trade or technical school diploma.
- Three years' experience in the care and maintenance of similar facilities or any combination of education, training, computer skills, or experience which fulfills the requirements of the position and needs of the Greenville Higher Education Center, Capps Technology, and the Yarber campus.
- Must possess ability to plan, organize, control, and direct all aspects of required corrective and preventative maintenance for the Center.
- Must be willing to seek training to enhance or learn new skills. Must possess good oral and written communication skills and be able to work with educational administration and external constituencies.
- Must be accessible and available in the event of emergencies or when needed to meet the ongoing mission of the Center.
- Must possess knowledge and technical skills required for the repair and maintenance of plumbing, heating, cooling, and electrical systems, fixtures, devices, and applications.

### **Preferred Qualifications (but not required):**

- AA degree or higher degree in the field of facilities maintenance.
- A minimum of 10 years of experience in facilities maintenance in the areas of trouble-shooting, decision-making, machinery and mechanical equipment, plumbing and electrical, carpentry, heating and air conditioning, computer skills, customer service, oral and written communication skills, and overseeing custodial personnel.

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## **TERMS OF EMPLOYMENT**

This is a full-time, 12-month, Service (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. **Official** College Transcript(s) if applicable
3. Current Resume
4. Authority to Release Information Form/ Consent Form

Applications can be found on the MDCC website, [www.msdelta.edu](http://www.msdelta.edu), under employment opportunities or call 662-246-6322.

## **DEADLINE**

Internal – Until Filled