



NOTICE OF VACANCY

General Maintenance Technician-GHEC

REPORTS TO: Executive 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 General Maintenance 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 general maintenance and repairs for assigned equipment and facilities including plumbing, electrical, basic carpentry, heating and cooling, and other building systems.

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

DUTIES AND RESPONSIBILITIES

- Assists other skilled maintenance workers with projects (transporting and/or securing materials, completing specific task, etc.) for the purpose of completing projects in a safe, efficient manner.
- Attaches pipes and piping systems to walls using brackets, bracket systems, or clamps; cuts or bores holes prior to project.
- Complies with applicable safety and building codes, regulations and best practices.
- Consults blueprints, work orders, schematics, or instructions; creates working procedure based on specifications.
- Coordinates with manager to schedule machinery maintenance, repairs, and installation to minimize disruption to operations.
- Coordinates with other skilled tradesmen and/or assigned supervisor(s) for the purpose of completing projects and work orders efficiently.
- Inspects and identifies equipment or machines in need of repair.
- Inspects pipes, testing for pressure and leaks; reports and/or resolves problems.
- Installs various types of insulation and pipe covering; safely removes and properly discards old coverings according to hazardous waste procedures and in accordance with EPA and OSHA requirements.

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, 662-246-6390; EEOC@msdelta.edu.

DUTIES AND RESPONSIBILITIES (cont.)

- Maintains a clean work area for the purpose of providing an effective working/learning environment, preventing damage and/or limiting liability exposure.
- Maintains assigned vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Maintains records, including safety logs and inspection details.
- Orders supplies and materials needed for repairs and maintenance.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs a wide variety of general and semi-skilled maintenance activities.
- Performs routine maintenance on building systems.
- Plans, prepares, installs, and maintains piping and plumbing systems composed of various materials; systems may include pipes, pressure and vacuum gauges, pipeline filters, steam traps, and strainer valves.
- Prepares written materials such as work orders and material lists.
- Repairs furniture and building system components for the purpose of ensuring a safe working condition.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.
- Troubleshoots issues to determine necessary repairs.
- Welds, cuts, bends, threads, solders, and fits pipes.
- Perform other duties as assigned.

MANDATORY REQUIREMENTS

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

PREFERRED QUALIFICATIONS (but not required)

- Successful completion of an apprenticeship that included classroom and on-the-job instruction in pipefitting or related field.

KNOWLEDGE AND SKILLS

- 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.

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KNOWLEDGE AND SKILLS (cont.)

- 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.
- Strong analytical and problem-solving skills.

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 employee must be able to work in extreme weather conditions (i.e., excessive heat, extreme cold, rain and/or snow).

The employee must occasionally lift and/or move up to 50-75 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position may require some travel and working some evenings and weekends including maintaining on-call hours.

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, Service 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:

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1. MDCC Employment Application (**online only**)
 2. **Unofficial** College Transcript(s)/ **Unofficial** High School Transcript(s) or **GED**.
 3. Current Resume
 4. 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 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 – March 6, 2025 at 5:00 P.M.

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