



Mississippi Gulf Coast Community College

Notice of Vacancy

Location of Position: West Harrison County Center, Long Beach, Mississippi

Position Available: Maintenance Mechanic-Level-V	Classification: ___ Administration ___ Faculty <u> x </u> Staff ___ Hourly
Date Position Available: 1/04/2010	Salary Scale: Salary based on experience and education
Qualifications & Experience: MANDATORY: (M1) High school diploma or GED. (M2) Minimum of three years supervisory experience. (M3) Minimum of 5 years maintenance experience. (M4) Maintenance experience in at least three of the following areas: plumbing, electrical, HVAC, and refrigeration. (M5) Must have and maintain a valid MS driver's license. (M6) Proficiency in computer operations. DESIRABLE: (D1) Associate Degree or diploma/certificate in a maintenance or related field. (D2) Maintenance experience in carpentry, and small engines. (D3) Experience in implementing grounds maintenance program.	
The College: The Mississippi Gulf Coast Community College District serves a four-county area with three major campuses, the Community Campus and four centers including: Perkinston Campus, Perkinston, MS; Jefferson Davis Campus, Gulfport, MS; Jackson County Campus, Gautier, MS. Additionally, Mississippi Gulf Coast Advanced Manufacturing and Technology Center, Gulfport, MS; Keesler Center, Biloxi, MS; West Harrison Center, Long Beach, MS; and George County Center, Lucedale, MS. State and regional associations accredit Mississippi Gulf Coast Community College, and several programs are accredited nationally. Offerings include academic, technical degree, vocational skill and adult continuing education programs.	
Application Information & Deadline	
For additional information on the position, contact: Dr. Janice Poole 21500 B. Street Long Beach, MS 39560 (228) 868-6057 Email: janice.poole@mgccc.edu	Complete official college application form, resume, and transcripts will be received in the Human Resources Office until the position is filled. Review of applications will begin after: November 30, 2009 Mail all documents to: Human Resources Office P.O. Box 609 Perkinston, MS 39573 E-mail: human.resources@mgccc.edu
Job Listing Web Address: www.mgccc.edu	
Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, color, religion, national origin, sex, age or qualified disability. For further information, contact the Equal Opportunity Officer at a Mississippi Gulf Coast Community College Center, Campus, or the Central Office. Compliance is coordinated by the Vice President for Administration and Finance, Perkinston Campus, P.O. Box 609, Perkinston, Mississippi 39573, telephone number 601-928-5211.	



JOB DESCRIPTION MAINTENANCE MECHANIC-LEVEL V

GENERAL STATEMENT OF FUNCTION

Responsible for the operation and maintenance of all physical plant systems. Reports directly to the Administrative Dean. This position requires climbing ladders, working on roof tops, working in confined spaces and other physically demanding duties. This position requires physical mobility, manual dexterity, and ability to lift at least 70 lbs.

DUTIES AND RESPONSIBILITIES:

1. Work under the direction of the Administrative Dean, performing all duties as assigned.
2. Work with contractors, subcontractors, and other vendors on campus systems, etc.
3. Responsible for the operation and maintenance of hot water generators (gas and electric), all cooling systems and pneumatic/electrical control systems (includes chilled water, A/C and heat pump systems, etc.).
4. Read blueprints, schematics and charts.
5. Assist with preventative maintenance on all HVAC equipment.
6. Perform work on low and high voltage systems.
7. Help resolve problems and perform general maintenance in areas such as plumbing, carpentry, welding, mechanics, painting, etc. as they occur.
8. Work with all other Maintenance personnel as assigned.
9. Work on weekends, holidays, evenings/nights and all other hours as required.
10. Pull standby duties on rotation.
11. Must maintain a valid MS Drivers License.

NOTE: The incumbent must understand that the college may change the working hours to better serve the students and other employees.