



NOTICE OF VACANCY

Fleet Mechanic (POOL)

REPORTS TO: Director of Facilities Management, Moorhead Campus.

JOB SUMMARY

Responsible for planning, organizing, and performing maintenance, repair, and inspections on 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.

RESPONSIBILITIES

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

QUALIFICATIONS

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

SALARY – Hourly based on education and experience

APPLICATION PROCEDURES

Applicants should submit the following:

1. MDCC Employment Application Form
2. **Official** College Transcript(s)
3. Current Resume
4. Consent Form

See MDCC website, <https://msdelta.formstack.com/forms/applicationforemployment>

APPLICATION DEADLINE – until filled

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Associate VP for Institutional Effectiveness, P.O. Box 668, Moorhead, MS 38761, 662-246-6558.