



NOTICE OF VACANCY

Fleet Mechanic Assistant (Part-Time)

Reports To: 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 Fleet Mechanic Assistant 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.

Responsible for assisting the Fleet Mechanic with 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.

Duties and Responsibilities:

- Assist in maintaining the cleanliness of the transportation shop
- Assist with daily inspection and routine maintenance of fleet vehicles
- Assist with maintaining records of maintenance and repairs on all college vehicles, tractors, forklifts, mowers and other equipment
- Assist with tire repairs and that the tires are safe for vehicle operation.
- Assist with tracking and ordering equipment and supplies
- Responsible for the cleaning of vehicles and various related duties
- Must maintain high safety standards and good housekeeping methods in automotive maintenance shop
- Perform other duties as assigned by the Director of Facilities Management.

Qualifications:

Mandatory Requirements include:

- Applicant should possess a High School diploma
- 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

Preferred Qualifications (but not required):

- Applicant should possess an Associate Degree in Automotive Technology or equivalent experience
- Applicant should possess one to two (1-2) years of experience in automotive repair

TERMS OF EMPLOYMENT

This is a part-time, 12-month, Service Employee (SE) position

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.

SALARY

The salary will commensurate with 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)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

Applications can be found on the MDCC website, www.msdelta.edu, under employment opportunities or call 662-246-6322.

DEADLINE

Internal/External – Until Filled

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