

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #16-216**

**OPENING DATE: 21 Oct 16    CLOSING DATE: 4 Nov 16    AGENCY: 5701    PIN: 532,539**

**POSITION: HVACR Controls Tech**

**STARTING SALARY: \$32,484.63**

**LOCATION OF POSITION: NGMS-TSS-DPW, Camp Shelby Joint Forces Training Center, Camp Shelby, MS 39407.**

**TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6146 DSN: 293-6146**

**APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: NGMS-SRP, Post Office Box 5027, Jackson, MS 39296-5027. STREET ADDRESS: 1410 Riverside Drive, Jackson, MS 39202-1237.**

**APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.**

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***SPECIAL CONDITION: MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.***

**MINIMUM QUALIFICATIONS:**

1. High school education or GED; Vocational HVAC certification required.
2. Must have minimum of ten (10) years' experience as a HVAC mechanic, **OR** graduate from a recognized trade school and five (5) years related experience. **PROOF OF CERTIFICATION MUST BE SUBMITTED WITH APPLICATION.**
3. Possess a valid state driver's license and if authorized to operate a Government Vehicle, have the ability to obtain and maintain a US Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
4. Knowledge of all special tools, instrumentation, materials, methods and hazards of the HVAC trade.
5. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy lifting and climbing.

**DUTIES AND RESPONSIBILITIES:** (Not all inclusive, will be fully explained during interview)

1. Operates and maintains water cooled and air cooled chilled water plants for space cooling and natural gas. Heating plants for space heating and corresponding delivery piping systems, pumping systems and air-handlers and distribution systems.
2. Installs, operates, services, and repairs conventional mechanical refrigeration/air conditioning equipment including ice machines, walk-in-coolers, standard refrigerators, and ductless mini-split type air conditioning and heating systems.
3. Repairs, cleans, adjust, and/or installs natural gas burners and auxiliary heating specialties other than high pressure equipment.
4. Install, troubleshoot, repairs, adjusts, services, and maintains electric, direct digital (DDC) or pneumatic control systems for heating, ventilation, air conditioning, humidity equipment, including calibration of related instruments, gauges and controls.
5. Operates, calibrates and controls the energy management control systems in order to monitor and control all equipment and facilities space temperatures.
6. Develops, monitors and performs an effective preventative maintenance program on all mechanical systems and controls.
7. Recommends ordering of necessary parts and supplies for maintenance of equipment.
8. Instruct and advises facilities managers and users of proper selection, operation and maintenance of equipment.
9. May direct and train helpers and other tradesmen in performance of duties.
10. Perform other duties as assigned.

**AREA OF CONSIDERATION: OPEN COMPETITIVE**

AGO Form 14-R (Revised 1 Oct 14)

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**SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES**

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

**RESUMES WILL NOT BE ACCEPTED.** Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 6/14)**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, or by written/telephonic request to the Mississippi Military Department, ATTN: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6146). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums.

**ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

**PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED.** Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

**APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED.**

Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

**SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.**

**Military membership is desired.**

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

**\*MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION**