MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #14-80
Employment in this position is time-limited. See reverse for details

OPENING DATE: 2 Jul 14 **CLOSING DATE:** 16 Jul 14 **AGENCY:** 5705 **PIN**: 0723

POSITION: MAINTENANCE TECHNICIAN

STARTING SALARY: $24,812.76

LOCATION OF POSITION: Youth ChalleNGe Academy, Camp Shelby Training Site, Camp Shelby, MS 39407-5500

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243
APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR, 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.

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. EMPLOYEES IN THESE POSITIONS WILL UNDERGO AN EXTENSIVE BACKGROUND CHECK. THE DATA MAY BE USED AS PART OF A REVIEW PROCESS TO EVALUATE ELIGIBILITY FOR CONTINUED EMPLOYMENT.
2. Graduation from a standard four-year high school or GED and two (2) years experience in performing a variety of tasks in the maintenance of vehicles and/or buildings and grounds.
3. Possess a valid state driver's license and if authorized to operate a government vehicle, have the ability to obtain and maintain a U.S. Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
4. **As a condition of continued employment,** must obtain Class B Commercial Driver's License **(at applicant's expense)** within 90 days of employment.
5. Ability to follow oral and written instructions in a timely manner. Ability to supervise and conduct grounds maintenance.
6. Knowledge of hand and power tool operations. Knowledge of vehicle preventative maintenance checks and services (PMCS) and equipment service manuals. Knowledge and ability to perform building maintenance, heating, cooling and ventilating system maintenance, minor electrical and plumbing repairs.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)
1. Performs routine maintenance and repair of YCA facilities and performs daily inspections to note deficiencies requiring attention. Monitors and performs preventative maintenance on A/C and ventilating systems.
2. Performs preventative maintenance tasks below the journeyman level on building components; replaces broken windows; repairs and re-hangs door/locks; installs and repairs building hardware; performs minor plumbing repairs; installs filters and replaces drive belts; does roof inspections and cleans drains; maintains and repairs electrical components (i.e., switches, lights fixtures, bulbs, etc.); maintains lawn equipment; responds to emergency situations in areas of responsibility. Initiates work orders for repairs beyond in-house capability.
3. Maintains vehicle maintenance schedules and coordinates vehicle maintenance for all YCA vehicles. Maintains a supply of building and maintenance materials and supplies.
4. Serves as alternate Hazardous Waste and Materials Manager, ensuring compliance with appropriate EPA requirements for storage, disposal and use of hazardous materials.

AREA OF CONSIDERATION: OPEN COMPETITIVE

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.

***EMPLOYMENT IN THIS POSITION IS TIME-LIMITED PENDING THE RETURN OF INCUMBENT FROM LEAVE OF ABSENCE. THE INDIVIDUAL SELECTED WILL BE ENTITLED TO ALL BENEFITS AS IF THE INTENT OF THIS EMPLOYMENT WAS FOR FULL-TIME HIRE. INDIVIDUAL MUST PARTICIPATE IN THE MISSISSIPPI STATE EMPLOYEE RETIREMENT SYSTEM UNLESS EXEMPT BY STATUTE.**

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.

Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 12/94), MS MILITARY DEPT. ADDENDUM #1** (AGO Form 82-2R, dated 1 May 93) and **MS MILITARY DEPT. ADDENDUM #2** (AGO Form 82-3R, dated 1 Mar 94). 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: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). 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.