

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT # 23-057-1**

OPENING DATE: 17 Nov '22

CLOSING DATE: 01 Dec '22

AGENCY: 5701

PIN: 452

POSITION: SPECIAL PROJECTS OFFICER (HVAC)

STARTING SALARY: \$36,692.59

LOCATION OF POSITION: Camp McCain Training Center, 3152 James H. Bidly Rd., Grenada, MS 38901.

TELEPHONE INQUIRIES: Mr. Phil Hardy (601) 313-6368 DSN: 293-6368

APPLICATION MUST BE SUBMITTED BY: EMAIL ADDRESS (Preferred Method) to: newell@mil.ms.gov; **Or Hand Delivered to: STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237; **Or Mailed to:** MS Military Department, ATTN: NGMS-SRP, Post Office Box 5027, Jackson, MS 39296-5027.

APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON THE 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. High School diploma or GED equivalent and three (3) years of related HVACR experience, two (2) years of which must be related to the operation, maintenance of digital control systems and related peripheral equipment.
2. 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.**
3. Must be able to obtain CFC Certification within 12 months of hire. **PROOF OF CERTIFICATION MUST BE SUBMITTED WITH APPLICATION, IF ALREADY RECEIVED.**
4. Knowledge of heating, refrigeration/air conditioning equipment and direct digital, pneumatic and electrical control systems, and energy management control systems as applicable to work specialty.
5. Knowledge of all special tools, instrumentation, materials, methods, and hazards of the HVAC trade.
6. Physical condition of such nature as to permit lifting, stooping, climbing, and continuous moderately heavy work with the ability to move and lift objects weighing up to 60 pounds.

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

1. Serves as the lead for developing long range HVAC, plumbing, and electrical requirements, on both existing facilities as well as for future facility projects.
2. Develop and supervise the preventative maintenance plan for all HVAC, electrical, and plumbing systems. In addition, develop life cycle replacement plans for facility systems.
3. Develop and conduct any training requirements for all FMR's to conduct routine preventative maintenance and troubleshooting an HVAC, electrical, and plumbing systems.
4. Serve as the QA/QC lead for CMTC DPW for any facility services done by outside contractors. Ensure the work being done is done within the scope of work and material used is to specifications.
5. Lead advisor to DPW Director and CMTC Command on facility system issues and future projects. Identify opportunities for system upgrades.
6. As the CMTC SME on electrical, HVAC, and plumbing, serves on any energy council meetings or designated working groups requiring knowledge of current HVAC and electrical systems to assist in the development of energy conservation measures and future energy conservation projects.
7. Contributes towards developing scopes of work for projects at CMTC, and will assist in developing electrical, plumbing, HVAC, and site layout for proposed projects.
8. Performs other duties as assigned.

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 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 05/22)**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, website *www.ms.ng.mil* or by written/telephonic request to the Mississippi Military Department, ATTN: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6368). 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 OF 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.

THE 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.