

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #25-035**

OPENING DATE: 01 JAN '25

CLOSING DATE: 31 DEC '25

AGENCY: 5701

PIN: 941,
1036, 350

POSITION: Facilities Maintenance Repairer III (Roads and Grounds)

STARTING SALARY: FMR III \$28,128.12

LOCATION OF POSITION: Camp Shelby Joint Forces Training Center, Dir. Public Works, 1001 Lee Ave., Bldg. 6600, Camp Shelby, MS 39407

TELEPHONE INQUIRIES: Mitzy Hopson (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED BY: EMAIL ADDRESS (Preferred Method) to mhopson@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 education or GED and one (4) year experience as a heavy equipment operator.
2. 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 A DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
3. Physical stamina to work long hours on rough terrain under adverse weather conditions.
4. Physical condition of such nature as to permit continuous, moderately heavy work with the ability to move and lift objects weighing up to 50 pounds.
5. Ability to understand and follow oral and written instructions. Ability to write clear and concise reports pertaining to job related duties.
6. Knowledge of all tools, materials, methods and hazards of the trade.
7. Military membership is desired but, not required.

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

1. Drives trucks to transport materials, merchandise, equipment and employees.
2. Must have the ability to learn to operate bulldozer, backhoe, road grader, lawn mower, and mulching equipment.
3. Makes minor repairs and keeps trucks in clean and good working order; lubricates trucks and equipment and performs other maintenance services as required.
4. Drives a wheel tractor pulling rollers, sweeper brooms, operates compressor equipment.
5. Operates dump trucks or flatbed hauling trucks, hauling road construction or maintenance materials.
6. Operates farm type tractor with mower or other attachment.
7. May use hands and assist in the completion of road repairs and other projects.
8. Subject to call outs after normal duty hours to include weekends and holidays.
9. 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 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 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.ng.ms.gov; or by written/telephonic request to the Mississippi Military Department, 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.

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.