

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #25-056-1**

OPENING DATE: 01 APRIL '25 CLOSING DATE: 15 APRIL '25 AGENCY: 5701 PIN: 364

POSITION: EQUIPMENT/SUPPLY SPECIALIST (Roads & Rehab Equipment/Fleet Mgmt)

STARTING SALARY: \$27,035.00

LOCATION OF POSITION: CSJFTC, Directorate of Public Works, 1001 Lee Ave, Camp Shelby, MS 39407.

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

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: NGMS-SRP, Post Office Box 5027, Jackson, MS 39296-5027. **Or EMAIL ADDRESS:** mhopson@mil.ms.gov. **Or Hand Delivered to 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. High school diploma or GED equivalent and two (2) years' experience in warehouse operations; one (1) year of which must have been in the use of computer-based inventory and control systems
2. Must possess a valid 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 proficient with computer programs (Microsoft Word, Excel and Access).
4. Ability to understand and follow oral and written instructions.
5. Ability to write clear and concise reports.
6. Knowledge of heavy equipment is desired.

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

1. Prepares paper work for turn in of dead-lined equipment. Maintains accountability of replacing or repairing equipment.
2. Maintains the records and scheduled maintenance of all DPW GSA vehicles.
3. Prepares work orders and maintenance status on all DPW state vehicles.
4. Ensures that all DPW employees who operate vehicles have the appropriate military and civilian license.
5. Maintains daily, weekly, monthly, quarterly and annual reports on all equipment.
6. Coordinates with Roads, Rehab, Grounds and Operations Supervisor to identify and request new equipment.
7. Coordinates the maintenance and repair of all DPW equipment.
8. Oversees general Roads & Rehab supply operation to insure stockage levels are based on demand.
9. A general knowledge of operating heavy equipment is desired.
10. Performs 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 12/19)**. 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 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.