

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #25-077**

OPENING DATE: 04 APRIL 25 CLOSING DATE: 04 MAY 25 AGENCY: 5709 PIN: 18

POSITION: Specialized Trades Supervisor

STARTING SALARY: \$63,960.24

LOCATION OF POSITION: ANG-CRTC/BCE 4715 Hewes Avenue, Gulfport, MS 39507-4324.

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

APPLICATION MUST BE SUBMITTED BY: EMAIL ADDRESS (Preferred Method) 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 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. Must have a High School Diploma/GED equivalent and minimum of three (3) years experience in: Specialized Trades; **one (1) year of which must have been in a supervisory position.**
2. Work order management, data input and general knowledge of IEMS.
3. Experience with construction material, tools and equipment along with experience in stock/tool control.
4. Physical condition of such nature as to permit continuous, moderate to heavy, work involving lifting and moving objects up to 50 pounds.
5. Possesses a valid driver's license and, if authorized, is able to operate a government vehicle.
6. Government Motor Vehicle Operations ID Card.
7. Must be proficient in Microsoft Office programs (i.e., **WORD, EXCEL AND MICROSOFT OFFICE**).

DUTIES AND RESPONSIBILITIES:

1. Participates in or conducts weekly scheduling meeting.
2. Maintain the R-14/R-1 S supply equipment accountability accounts.
3. Follow-up and monitoring of all requisitions submitted to insure the availability of adequate materials, parts and supplies.
4. Supervises personnel to include timekeeping and the writing of annual evaluations.
5. Responsible for the coordination and communication between the BCE/Facility manager and contractors.
6. Mages work orders, coordinates material availability and coordinates with shop supervisors on work order statuses.
7. Prepares and submits work orders to complete necessary maintenance around the CRTC.
8. Prepares necessary input data for requisitioning materials, parts, supplies and tools in the DOD Supply System.
9. Research federal stock numbers, purchase descriptions and source of supply for maintenance and construction projects.
10. Works with Joint Force Headquarters and understands the process for solicitation of contractors according to standards set forth by the Mississippi Military Department.
11. Understands and coordinates the process for working with construction contractors.
12. Works as a member of the Civil Engineering team and 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 11/21)**. 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 #601-313-6243). 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.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.