

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #24-103**

OPENING DATE: 14 MAR '24 CLOSING DATE: 28 MAR '24 AGENCY: 5709 PIN: 002

POSITION: SPECIALIZED TRADES II (HVAC Tradesman)

STARTING SALARY: \$44,991.76

LOCATION OF POSITION: ANG Combat Readiness Training Center, 4715 Hewes Ave., Gulfport, MS 39507

TELEPHONE INQUIRIES: Rhonda Cole (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED BY: EMAIL ADDRESS (Preferred Method) to: rcole@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 or be able to maintain within 1 year the following certifications and training: Arc Flash, Fall Protection, Lighting Protection Systems, Bucket Truck Operation, Direct Digital Controls, lock-Out/Tag-Out, NGB Builder Program Levels I & II, Chiller Maintenance Repair, EPA Certification for Refrigerant handling.
2. Must be able to communicate proficiently both orally and in writing.
3. Must have a minimum of 4 years of experience in HVAC, equipment utilization, and reading and utilizing building drawings and plans.
4. Must be able to obtain a government Common Access Card (CAC).
5. Physical conditions of such nature as to permit continuous, moderate to heavy work involving lifting, climbing, banding, stooping, and moving objects, with the ability to lift 20 pounds or more overhead.

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

The following examples are intended only as illustrations of the various types of work performed in positions allocated to this occupational class. No Attempt is made to be exhaustive; related, similar, or other logical duties are to be performed as assigned.

1. Performs skilled HVAC techniques and maintenance on assigned facilities.
2. Ability to change out all types of HVAC equipment including but not limited to Mini Splits, PTACs , standard household units interior and exterior.
3. Possess the ability to read and interpret working construction drawings.
4. Familiar with certain Direct digital Control Systems such as Siemens.
5. Monitors control panels that measure temperature, air pressure, air and water flow, relative humidity and electrical current to ensure proper functioning and integration of systems.
6. Tests and adjusts instruments to accommodate critical tolerances and accurateness. Recommends actions necessary to eliminate indoor and quality problems by utilizing EMCS controls systems and HVACR systems.
5. Performs other duties as assigned.

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.ng.ms.gov; 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.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.