

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #24-116**

****RESTRICTED TO ON-BOARD MMD EMPLOYEES ONLY****

OPENING DATE: 18 APR 24 CLOSING DATE: 25 APR 24 AGENCY: 5701 PIN: 49

**POSITION: ENGINEER, PLANS & SERVICES
STARTING SALARY: \$52,606.86**

LOCATION OF POSITION: Camp Shelby Joint Forces Training Center, Dir. of Public Works, 1001 Lee Ave., Bldg. 6600, Camp Shelby, MS 39407-5500

TELEPHONE INQUIRIES: Mr. Phil Hardy (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. Bachelor's degree from an accredited four-year college or university in the Engineering, Architecture, Industrial, Construction Technology or related field and five (5) years' of directly related experience of which three (3) must have been in a supervisory capacity; OR graduation from a standard four year high school or GED and fifteen (15) years related experience , of which five (5) years shall have been in building construction or maintenance as a crew chief, superintendent, or project manager. **PROOF OF EDUCATION WITH COPY OF TRANSCRIPT OR DIPLOMA MUST BE SUBMITTED WITH APPLICATION.**
2. Computer knowledge with emphasis on AutoCAD systems, Microsoft Word, Excell and Access.
3. Demonstrated writing and oral communication skills, capable of preparing and articulating detailed and complete statements of work (SOW) for public procurement.
4. Must possess a valid state drivers' 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 DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
5. Military Membership is desired, but not required.

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

1. Project documentation validation validates tenant, verifies scope of project and project cost. Establishes, tracks, and maintains reasonable schedule milestones; coordinates site visits; recommends and verifies project delivery method; coordinates with environmental work center.
2. Develops and conducts all paperwork for Architect/Engineering (A/E) selection process to conduct studies: writes A/E scope of work.
3. Must be able to locate utilities and use the developed Uniform Color Code for utility line marking by the American Public Works Association.
4. Design development (in-house): coordinates with user groups; develops conceptual design; coordinates/develops site survey report; coordinates soil bearing report. Develops preliminary layout drawing; conducts user group review; briefs command group; preliminary design; construction documents; bid documents; submits each design stage package to federal and/or state agencies for approval.
5. Supervision of construction project participates in pre-construction conference; reviews project schedule and project submittals; conducts weekly in-progress review (IPR); verifies contractor pay request; field inspections; coordinates construction change directive.
6. Substantial completion; conducts substantial completion inspection report; issues deficiencies correction list; issue letter of acceptance to user; verifies deficiencies are corrected; review close-out documents and warranty; coordinates user equipment training.
7. 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 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, 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.