

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #26-009**

OPENING DATE: 06 AUG 25 CLOSING DATE: 20 AUG 25 AGENCY: 5709 PIN: 265

POSITION: Site Superintendent

STARTING SALARY: \$51,458.00

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

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. Bachelor's degree from an accredited college or university and one (1) years' experience in work related to the described duties: or graduation from a standard four-year high school or GED equivalent and five years of experience related to the above listed duties, of which two years must be directly related.
2. Knowledge of the care of and maintenance of grounds, landscaping, and the operation of medium to heavy size construction equipment to include loader, dump truck, bulldozer, grader, roller, tractor, all-terrain.
3. Have knowledge of the methods, practices, tools and materials as well as skill in the use of tools and equipment used in the construction, maintenance, and repair of facility and grounds maintenance systems necessary to perform various tasks.
4. Have ability to understand and work from blueprints, sketches and pencil layouts and ability to keep complex records and reports.
5. Ability to plan and direct work of others.
6. Must be able to communicate tactfully with people.
7. Good physical condition as to permit moderate to heavy lifting and moving of objects.
8. Possess a valid state driver's license and be qualified for an U.S. Government Motor Vehicle Operator's ID Card.

DUTIES AND RESPONSIBILITIES: 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. Receives and processes maintenance requests for Field Training Site.
2. Assists with construction projects and repairs of facilities at the Field Training Site.
3. Coordinates and provides materials for deployed units using this site.
4. Maintains and coordinates heavy equipment usage for Airfield Damage Repair Site such as runway lighting kits, runway marking kits and FFM.
5. Operates heavy equipment used to maintain the approximately forty (40) acre Field Training Site.
6. Keeps records of equipment and supplies on hand as well as signing out equipment and buildings to visiting units.
7. Provides all janitorial and maintenance supplies for the Field Training site.
8. Establishes and maintains key control rosters for buildings and heavy equipment located at field training site.
9. Coordinates and manages physical security actions for training site complex.
10. All additional 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 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 #601-313-6243). 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 fails 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 CHECK.