

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #26-039**

OPENING DATE: 14 NOV '25 CLOSING DATE: 28 NOV '25 AGENCY: 5701 PIN: 25

POSITION: HVACR Controls Tech

STARTING SALARY: \$32,484.63

LOCATION OF POSITION: Dir. Public Works, 3152 James H. Biddy Rd. Grenada, MS 38901.

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. A two (2) year degree from an accredited college or vocational/trade school in HVAC **OR** high school diploma or GED equivalent and a have minimum of two (2) years' experience as a HVAC mechanic. **PROOF OF EDUCATION MUST BE SUBMITTED WITH APPLICATION.**
2. Knowledge of all special tools, instrumentation, materials, methods, and hazards of the HVAC trade.
3. Physical condition level of strength, stamina, and dexterity to perform various physical tasks of installing and maintaining HVAC systems such as lifting, stooping, climbing and the ability to move and lift objects weighing up to 50 pounds.
4. EPA Refrigerant CFC Certification required. **PROOF OF CERTIFICATION MUST BE SUBMITTED WITH APPLICATION.**
5. Possess a valid state driver's 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.**
6. Military membership is desired; but not required.

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

1. Operates and maintains water cooled and air-cooled chilled water plants for space cooling and natural gas. Heating plants for space heating and corresponding delivery piping systems, pumping systems and air-handlers and distribution systems.
2. Installs, operates, services, and repairs conventional mechanical refrigeration/air conditioning equipment including ice machines, walk-in-coolers, standard refrigerators, and ductless mini-split type air conditioning and heating systems.
3. Repairs, cleans, adjusts, and/or installs natural gas burners and auxiliary heating specialties other than high pressure equipment.
4. Install, troubleshoot, repair, adjust, services, and maintains electric, direct digital (DDC) or pneumatic control systems for heating, ventilation, air conditioning, humidity equipment, including calibration of related instruments, gauges, and controls.
5. Operates, calibrates, and controls the energy management control systems to monitor and control all equipment and facilities space temperatures.
6. Develops, monitors, and performs an effective preventative maintenance program on all mechanical systems and controls.
7. Recommends ordering of necessary parts and supplies for maintenance of equipment.
8. Instruct and advise facilities managers and users of proper selection, operation, and maintenance of equipment.
9. Subject to call outs after normal duty hours or weekends as necessary.
10. May direct and train helpers and other tradesmen in performance of duties.
11. Perform other duties as assigned to include other trades as necessary for CSJFTC DPW's mission.

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 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; 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.

THE 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**