

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #26-058**

OPENING DATE: 08 JAN 26

CLOSING DATE: 22 JAN 26

AGENCY: 5709

PIN: 51

POSITION: Specialized Trades Lead (Grounds Supervisor)

STARTING SALARY: \$54,390.21

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: 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. Plans and directs the landscaping, seeding, mowing, weeding, cultivation, and general care of awns and other grounds.
2. Supervises the removal of dirt, rubbish, leaves, and refuse from grounds and buildings, and the removal of construction debris from job sites.
3. Designs, plans, and supervises the cultivation, cleaning, and spraying of flowers, shrubs, and trees.
4. Directs and participates in maintenance and repair of roads, sidewalks, airfield pavements and parking lots by repairing or placing concrete and/or asphalt.
5. Supervises and operates all types of grounds keeping equipment including edger/trimmer, farm and industrial tractors, pavement breakers and light vehicles up and including 5-ton dump truck.
6. Supervises and operates all types of medium to heavy size construction equipment under conditions requiring technical skills to accomplish construction equipment operations.
7. Repairs and maintains a variety of mechanical equipment and small engine driven machinery/tools.

DUTIES AND RESPONSIBILITIES:

1. Graduation from a standard four (4) year high school and four (4) years' experience in one of the facility maintenance trades, grounds maintenance work equipment; OR any combination of education and experience equivalent to graduation from a standard four (4) year high school and four (4) years' experience in the above fields.
2. Knowledge of the care of and maintenance of grounds, landscaping, and the operation of medium to heavy size construction equipment.
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 the 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. Ability to deal tactfully with others, good physical condition as to permit moderate to heavy lifting and moving of objects.
7. Possess a valid state driver's license and be qualified for an U.S. Government Motor Vehicle Operator's ID Card.

AREA OF CONSIDERATION: OPEN COMPETITIVE

AGO Form 14-R (Revised 1Oct 14)

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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.