

**MISSISSIPPI MILITARY DEPARTMENT STATE
EMPLOYEE POSITION ANNOUNCEMENT**

ANNOUNCEMENT #26-089

****RESTRICTED TO ON-BOARD AIRCRAFT EMPLOYEES AT AVCRAD ONLY****

OPENING DATE: 19 FEB 26 CLOSING DATE: 05 MARCH 26 AGENCY: 5701 PIN: 911 & 841

POSITION: AIRCRAFT MECHANIC I

SALARY RANGE: \$42,806.40

LOCATION OF POSITION: MS AVCRAD, 4715 Hewes Ave., Gulfport, MS 39507

TELEPHONE INQUIRIES: Mitzy Hopson (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: NGMS-SRP, Post Office Box 5027, Jackson, MS 39296-5027. Or EMAIL ADDRESS: mhopson@mil.ms.gov . Or Hand Delivered to STREET ADDRESS: 1410 Riverside Drive, Jackson, MS 39202-1237.

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. High school diploma or GED equivalent and minimum of one (1) year experience as an aircraft mechanic. Completion of a Military Service School in aircraft maintenance or completion and certification in Airframes and Powerplants is desired.
2. The primary duties of this position deal with work such as providing auxiliary power unit and fireguard support, serving as an alternate refueler, assisting with fuel dispensing and or performing aircraft repair duties on and off the flight line.

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

1. Performs aircraft repair duties on the flight line as required. Assist aircrews in preparing the aircraft for flight. Provides auxiliary power unit (APU) and fireguard support, favoring aircrew without crew chiefs when more than one aircraft is departing at the same time. Provides advice and/or assistance to aircrew in those instances where aircraft system malfunctions are delaying aircraft departure, utilizing mechanical knowledge. Advises supervisor of malfunctions, which threaten to cause undue delays or cancellation of flights scheduled, as soon as possible.
2. Assist the technician operating the fuel dispensing equipment in transferring and/or circulating jet turbine fuel, extracting fuel samples, performing equipment maintenance, and otherwise preparing to provide refueling service for the day. Serves as alternate refueler when incumbent is not available to function in his regular capacity, or as directed by supervisor.
3. Coordinates each morning with Flight Operations personnel concerning all flights scheduled for that day. After determining proposed departure and arrival times, composition of air crews and any special requirements involved provides, on a priority basis, that service/assistance which will most benefit or expedite ongoing flight operations. Advises supervisor in those instances when additional flight lines assistance is needed to meet requirements in a timely manner.
4. Meets arriving aircraft. Discusses assistance/service requirements with aircrew and determines whether aircraft discrepancies have materialized during the flight. Relays specifics to supervisor as soon as possible.
5. Performs other duties as assigned.

AREA OF CONSIDERATION: **RESTRICTED TO ON-BOARD EMPLOYEES ONLY**

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 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.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 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