

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #26-096**

**OPENING DATE: 03 MARCH 26    CLOSING DATE: 17 MARCH 26    AGENCY: 5709    PIN: 174**

**POSITION: EQUIPMENT REPAIRER**

**STARTING SALARY: \$33,072.67**

**LOCATION OF POSITION: 186th Air Refueling Wing, Meridian, MS 39307**

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

**APPLICATION MUST BE SUBMITTED BY: EMAIL ADDRESS (Preferred Method) to: [mhopson@mil.ms.gov](mailto: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:**

1. Must have High School or GED diploma.
2. Experience preferred in the operation of various types wheeled vehicles: vacuum sweeper truck, tractor/bush hog, commercial mower and associated lawn care equipment, forklift, manlift, and skid steer.
3. Must possess a valid driver's license and if authorized to operate government vehicles, be qualified for U.S. Government Motor Vehicle Operators Identification Card.
4. Must be able to become familiar with air field movements. May be required to communicate with Air Traffic Control Tower with Base Radio system.
5. Must be physically fit, able to lift 50 pounds, and capable of working outside in various weather conditions.
6. May be required to attend schools/seminars for training and certifications.

**DUTIES AND RESPONSIBILITIES:**

1. Operates government motor vehicles, to include motorized vacuum sweeper on aircraft parking aprons, taxiways, runways and base streets. Obtains all required clearances to gain access to aircraft ramp and airport runways.
2. Maintains all lawn/grass areas, performs landscaping and grass moving duties.
3. Performs, documents, and applies chemical treatment for grounds.
4. Performs pest control for installation.
5. Operates and maintains a variety of outdoor ground maintenance equipment, to include weed eaters, edgers, blowers, chainsaws, hedge trimmers, etc.
6. Removes fallen limbs, tree branches etc. as a result of high winds and storms.
7. Inspects, maintains, services, and perform repairs on small engine equipment to include mowers, UTVs, edgers/trimmers, chainsaws, etc., that can be accomplished by cycling, reinstalling, modifying, or replacing defective parts of components and systems.
8. Maintains and repairs sidewalks, curbs, driveways, storage areas and parking lot surfaces. Inspects and repairs ditches, drains and culverts.
9. Works as a member of maintenance team assisting with plumbing, electrical, HVAC, and structural repairs.
10. Performs all other duties assigned by Maintenance Coordinator.

**AREA OF CONSIDERATION: OPEN COMPETITIVE**

Pages

**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](http://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 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 CHECK.**