

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #26-100**

OPENING DATE: 04 MARCH 26 CLOSING DATE: 18 MARCH 26 AGENCY: 5709 PINS: 157

**POSITION: SPECIALIZED TRADES I (HVAC)**

**STARTING SALARY: \$38,960.24**

**LOCATION OF POSITION:** 172<sup>nd</sup> Airlift Wing, 141 Military Drive, Jackson, MS 39232.

**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 THE CLOSING DATE.**

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***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:**

**LEVEL I:** High school education or GED and (1) year experience in the HVAC field; OR any combination of education and experience equivalent to graduation from a four (4) year high school and one (1) year experience in the HVAC field.

**LEVEL II:** High school education or GED and two (2) years' experience in in the HVAC field; or any combination of education and experience equivalent to graduation from a four (4) year high school and two (2) years' experience in the HVAC field.

**LEVEL III:** High school education or GED and three (3) years' experience in the HVAC field; OR any combination of education and experience equivalent to graduation from a four (4) year high school and three (3) years' experience in the HVAC field.

1. Physical condition of such nature as to permit lifting, stooping, climbing, and continuous moderately heavy work with the ability to move and lift objects weighing up to 60 pounds.
2. Possess a valid state driver's license and if authorized to operate a government vehicle, can obtain and maintain a US Government motor vehicle operator's ID Card. **PROOF OF A DRIVER'S LICENSE MUST BE SUBMITTED WITH THE APPLICATION.**
3. CFC certification is required.

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

1. Performs the full range of heating and ventilation duties, including installation, repair, over-haul, maintenance and servicing all types of heating/ventilation units and systems and related equipment.
2. Diagnoses and locates malfunctions; disassembles, repairs, replaces, and/or adjusts thermostats, pressure stats, relays, switches, and automatic control devices, replaces electric motors, belts and pulleys, lubricates moving parts, replaces and/or cleans filters, installs and relocates equipment.
3. Maintains and repairs heating equipment such as furnaces, heaters, water heaters, etc., using hand tools and portable tools. Repairs boilers and boiler furnaces.
4. Incumbent will accomplish duties as they relate to HVAC and repair of real property.
5. Works as a member of maintenance team. Assists with plumbing, structures, POL and electrical repairs, also performs other facility maintenance as assigned by the Maintenance Supervisor.
6. Skilled in the use of hand tools; general knowledge of the methods and tools used in all types of maintenance and repair of real property facilities. Ability to understand and work from simple sketches, blueprints, drawings, specifications, or similar guidelines.
7. Subject to call outs after normal duty hours to include weekends and holidays.
8. Ability to deal tactfully with others.
9. Performs other 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 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 #601-313-6243). 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 CHECK.**