

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #26-121**

**OPENING DATE: 08 APRIL 26**

**CLOSING DATE: 22 APRIL 26**

**AGENCY: 5701 PIN: 980**

**POSITION: FACILITY MAINTENANCE REPAIR (O & M  
SUPERINTENDENT) \*\*RESTRICTED ON BOARD ONLY\*\***

**STARTING SALARY: \$38,997.71**

**LOCATION OF POSITION:** Camp McCain Training Center, 3152 James H. Bidy Road, Grenda, MS 38901-8973  
**TELEPHONE INQUIRIES:** Mitzy Hopson (601) 313-6243 DSN: 293-6243

**APPLICATION MUST BE SUBMITTED TO: EMAIL ADDRESS:** [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:**

1. Bachelor's Degree from an accredited four (4) year college or university and one (1) year experience in work related to the described duties; or Graduation from a Standard four (4) year high school or GED equivalent and two (2) years' experience related to the above listed duties of which one (1) must be directly related to above listed duties.
2. Never convicted of a felony.
3. Possess a valid driver's license and show proof thereof.
4. Able to perform the essential functions of the position to include climbing ladders and working at heights, proficient in use/operation of hand and power tools.
5. Demonstrate writing and oral communication skills capable of preparing and articulating detailed and complete statements of work for public procurement.
6. Proficient in computer skills with applications related to Business Systems Development, Computer Maintenance Management Systems and Database Management.

**DUTIES AND RESPONSIBILITIES:**

1. Responsible for quality assurance and quality control of all facility maintenance.
2. Responsible for quality assurance and quality control of all roads and grounds maintenance.
3. Monitors and provides reports for equipment and infrastructure lifecycles.
4. Participates in project management activities relating to long and short term projects.
5. Proposes and Develops future DPW, Military and Outside contractor projects.
6. Responsible for coordination with other principal staff, engineers, architects, contractors, industrial suppliers, and Federal, State, and Municipal agencies to insure historical accounting records are created for all facilities.
7. Ensures all programs are in compliance with governing Federal, State and local laws and ARNG policies, procedures and guidelines.
8. Provides supervision and direction to subordinates within the Facilities Management Organization.
9. Manages programs related to PRIDE, PRIDE Maintenance, Installation Status Report Services (ISR-S), and Installation Status Report Infrastructure (ISR-I).

**AREA OF CONSIDERATION: \*\*RESTRICTED\*\***

**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 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.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 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 CHECK.**