



**CHOCTAW TRIBAL SCHOOLS**

MISSISSIPPI BAND OF CHOCTAW INDIANS  
P.O. BOX 6008  
CHOCTAW, MS 39350  
PHONE (601) 650-7302  
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**JOB ANNOUNCEMENT #222321**

**JOB TITLE:** HVAC MECHANIC

**OPENING DATE:** OCTOBER 03, 2018 OCT 03 2018

**CLOSING DATE:** OCTOBER 17, 2018 OR UNTIL FILLED

**SALARY:** TRIBAL PAY PLAN

**TYPE OF EMPLOYMENT:** Regular Full Time , 255 DAYS

**SUPERVISOR:** Maintenance Lead

**JOB LOCATION:** Choctaw Tribal School's Maintenance Shop

**SCOPE OF SERVICE:**

The HVAC Mechanic is responsible for installing, maintaining, overhauling, and adjusting all types and sizes (up to 725 tons) air conditioning equipment, refrigeration, hot water boilers, and other types of heating and cooling equipment. Work includes maintaining and repairing both electrical and pneumatic control systems; insulating ducts, pipes, and compressors; and maintain walk-in freezers, walk-in coolers, and other refrigeration equipment.

**DUTIES AND RESPONSIBILITIES:**

1. Installs, overhauls, or repairs all types of heating, cooling, and refrigeration systems at various sites throughout the Choctaw Tribal School System. Disassemble and repairs compressors and other key components of heating, cooling, and refrigeration systems.
2. Checks and properly adjusts all types of controls on heating, cooling, and refrigeration systems in accordance with safety rules and regulations.
3. Clean and adjusts all components of heating, cooling, and refrigeration systems.
4. Treats systems with chemicals as needed.
5. Regularly checks and replaces filters as needed.

6. Performs a variety of maintenance and repair work requiring some knowledge of welding, sheet metal work, carpentry, electrical repair, painting, and plumbing.
7. Erects and uses ladders and scaffolds as needed.
8. Verifies the soundness of all repairs or equipment.
9. Provides accurate cost estimates to the supervisor.
10. Required to follow all applicable and required Occupational Safety Health Act (OSHA), AS Environmental Protection Act (EPA) Standard directed by the supervisor.
11. Work in a cooperative manner with tribal program personnel and the tribal maintenance personnel of other tribal entities for minor and emergency repairs.
12. Keeps an inventory of supplies, equipment, and materials. Requisitions needed items through the supervisor far enough in advance that they may be delivered in a timely manner.
13. Performs other duties as assigned to assist in providing a safe, orderly environment conducive to learning and instruction.
14. Maybe required to perform minor related tasks in the following crafts; carpentry, plumbing, masonry, welding, sheet metal or other general construction trades.

**PHYSICAL DEMANDS:**

The position requires considerable standing, stooping, and bending. Work on ladders or scaffolds may be high from the ground or floor. Work may require stretched, cramped, or awkward positions. This job requires frequent lifting and carrying of tools and materials, occasionally of items weighing 75 pounds or more. Moving some equipment or materials may require operation of hoists, hand trucks, or fork lifts or cooperation with other employees.

**WORKING CONDITIONS:**

Work is done outside on top of buildings, in drafty spaces and in cramped areas with low overheads. Some work is performed outside but the mechanic is frequently subject to sudden temperature changes when working on equipment such as walk-in freezer units. Occasionally subject to cuts, burns, electrical shocks, and respiratory ailments. Exposure to repeated, prolonged or concentrated amounts of refrigerants gases may cause toxic effects of eyes, skin, and internal organs.

## QUALIFICATIONS:

1. High School Diploma or GED, plus 2-year College in Heating and Air Conditioning.
2. Must possess a valid certification for work on HVAC equipment such as: (Tankless Water Heater Level 3) LG Certificate in MLV/O Class 01,02, 03 and Mitubishi System.
3. Knowledge of and demonstrated skill in using accepted trade methods and techniques.
4. Demonstrated skill in using arithmetic to measure and calculate for planning, estimating, cutting, and installing materials.
5. Ability to make quick trouble-shooting decisions in the repair of heating, cooling, and refrigeration systems because of the critical nature of these system operations.
6. Demonstrated skill in repairing and adjusting all types of heating, cooling and refrigeration equipment in accordance with all safety rules and regulations.
7. Demonstrated ability to read and understand building plans, blueprints, specifications, wiring diagrams, and installation/repair instructions.
8. Must be able to work at any time (day, night, weekends and holidays) when called upon.
9. Good physical condition with no health problems that could affect the performance of this job as described. Good eye sight and hearing are necessary for safety and efficiency. Required to submit results of annual physical examinations.
10. Complete a criminal background check on county, state, and national levels. Any record or conviction of criminal or child abuse charges will result in immediate termination.
11. Employee holding this position is subject to random alcohol/drug testing.
12. Possess personal automobile liability insurance and adequate transportation.

**NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:**

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians  
Human Resources  
P.O. Box 6033, Choctaw Branch  
Choctaw, MS 39350