



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302
FAX (601) 656-9454

JOB ANNOUNCEMENT #049321

POSITION TITLE: Maintenance Aide (Trainee Position)
OPENING DATE: MARCH 27, 2018 **MAR 27 2018**
CLOSING DATE: APRIL 10, 2018 OR UNTIL FILLED
SALARY: Tribal Pay Scale
SUPERVISOR: Lead Maintenance Mechanic
TYPE OF EMPLOYMENT: Regular Full Time, 255 Days Contract
JOB LOCATION: Choctaw Tribal Schools Maintenance Shop

SCOPE OF SERVICE:

The Maintenance Aide is responsible for assisting the Preventive Maintenance Technician in all duties involving Heating and Conditioning equipment. The majority of assignments will involve changing filters. Training to focus on Heating and Air Conditioning maintenance and all other maintenance of facilities per assignment; training to be provided under close supervision.

DUTIES AND RESPONSIBILITIES:

1. Maintain building condition assessment data for all seven tribal schools.
2. Manage day-to-day mechanical activities and operation.
3. Follow manufacturers recommended maintenance procedures for each particular machine or unit.
4. Maintain records of all mechanical deficiencies and repairs.
5. Lubricate and clean all moving parts. Check and replace filters, belts, and clean out air vents on a monthly basis or as assigned by supervisor.
6. Assure proper operation and extending useful life of facility components.
7. Assure the protection of life and property and optimize the full life cycle potential of all building components.
8. Assist the maintenance supervisor in accomplishing day-to-day routine activity that will keep facilities in good working condition with little down time during school hours.
9. Assist Customer Service Representative in work order follow up such as completion dates and backlog orders.
10. Must have knowledge of lock-out tag out.
11. Must expect and perform other duties as assigned or requested by the supervisor.
12. Reports to the supervisor any major problems that will accurate cost or down time.

Physical Demands:

Some lifting, bending, walking, cleaning, climbing in attics, and using ladders will be required.

Working Conditions:

The work to be performed will take place both indoors and outdoors occasionally during adverse and extreme weather conditions.

Qualifications:

1. High school diploma or GED certification or higher with some college credits.
2. Demonstrate ability to read and understand building plans, blue print, specifications, wiring diagram, and installation/repair instructions.
3. Ability to read, write, and keep accurate records.
4. Knowledge of and demonstration of skills in using accepted trade methods and techniques.
5. Must be able to work at any time (day, night, weekends, and holidays) when called upon.
6. Must be able to communicate effectively and get along with others.
7. Required to maintain a telephone at residence to respond to emergencies when the need arises.
8. 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.
9. Licensure and/or certification in related fields will be considered.
10. Preference will be given to qualified Indian applicant.
11. 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.
12. Employee in this position is subject to random alcohol and drug testing.
13. Must possess a valid Mississippi Driver's License, personal 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