



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 #334321

POSITION TITLE: Preventive Maintenance Technician (2 Positions)
OPENING DATE: **FEBRUARY 19, 2020** **FEB 19 2020**
CLOSING DATE: **MARCH 04, 2020 OR UNTIL FILLED**
SALARY: Tribal Pay Scale
SUPERVISOR: General Maintenance Mechanic Lead
TYPE OF EMPLOYMENT: Regular Full Time (255 DAYS)
JOB LOCATION: CTS Maintenance

SCOPE OF SERVICE:

The Preventive Maintenance Technician is responsible for inspection of all Tribal School facilities and performs tasks for the purpose of preventive maintenance of all building components. The Preventive Maintenance Technician is also responsible for providing long range planning for extended life usage of all equipment new or replacement, the input of various fields for inspection and condition assessments, the by-asset recording of all deferred maintenance deficiencies in the Tribal School system. The Technician will store ongoing data into the Maximo system for future reporting, expenditures and funding.

DUTIES AND RESPONSIBILITIES:

1. Plan and schedule PM daily with assigned work orders for all seven Tribal schools.
2. Check and replace filters, belts, and clean out air vents on monthly basis or when needed.
3. Follow manufacturers recommended in maintenance procedures for particular machine or unit.
4. Maintain records, reports, recommendations, evaluations, etc. Documents reflecting the conditions under which general building maintenance operations are performed.
5. Utilize the Computerized Maintenance Management System (CMMS) to coordinate working conditions with planning schedules and track resource/expenditures for all work performed.
6. Manage day-to-day mechanical activities and operation.
7. Lubricate and clean all moving parts
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. Able to read blue print and troubleshooting all electrical units.
10. Must have knowledge of Lock out and Tag out.
11. Assure these tasks are complete in a timely and professional manner
12. Report to the supervisor any major problems that will required accurate cost or down time.
13. Perform any and all other duties assigned by the supervisor.

PHYSICAL DEMANDS:

Must possess good physical dexterity and have ability to perform manual tasks and body movement including climbing, lifting, reaching, stooping, bending, walking, standing, and carrying. Ability to lift 50 pounds of weight.

WORKING CONITIONS:

Work outside and inside. Exposure to extreme temperatures, dust, toxic chemicals and materials; slippery or uneven walking surfaces; work on ladders, scaffolds, platforms, in ditches/excavations, on top of and underneath single story and multi-story buildings. Work alone and with other personnel.

QUALIFICATIONS:

1. High School Diploma or GED certification or higher.
2. Ability to follow verbal and written instructions.
3. Ability to read and work from scaled drawings.
4. Knowledge of basic construction and routine maintenance and repair procedures.
5. Ability to communicate effectively (verbally and written).
6. Ability to operate hand and power tools.
7. Ability to work independently.
8. Must be familiar with carpentry, electrician, plumbing, and other skills.
9. Must possess a Federal Environment Protection Agency refrigerant certified.
10. Must be able to follow directions and instructions from supervisor to perform other tasks assign
11. Must be able to work at the any time (day, night, weekends and holidays) when called upon.
12. Ability to diagnose malfunctions in the machinery and equipment owned by the Tribe.
13. Must possess a valid Mississippi Driver's License, personal liability insurance and adequate Transportation.

EXPERIENCE:

1. Five years verifiable on-the-job experience in construction or maintenance field without direct supervision.
2. Must have some knowledge with school district policies, well as state and federal laws and regulations.
3. Must have experience performing tasks associated with the following trades: plumbing, Electrical, carpentry, painting, roofing, HVAC repair, concrete flatwork, and masonry.

OTHER SIGNIFICANT FACTORS:

1. **Building:** Incumbent must able read and interpret building plans, specification, and building codes such as for safety standards. Prepare precise written inspection correction lists and properly complete building condition records on regular basis and perform annual building inspection. Learn to perform journey level inspection skill in a variety of specialty trade areas and to perform competent efficient work as a building inspector.

- 2: **Roofing:** Incumbent must be able to inspect roofs, determine cause of leaks. A knowledge of a wide variety of roofing methods, techniques and practices, including tracing leaks and determining extent of damages, make repairs to leaky roof or recommend installation of new roofs or building up existing roofs by applying protective covering to various roof surfaces, involving different types of shingles, gravel, and other topping and compounds matching original roofing material with material used to complete projects installing and repairing roofing accessories, familiar with a variety of roofing materials and their uses and methods of installation. Plans the project by determining specification and requirements, materials, and accessories work methods and techniques. Knowledge of safety procedures and practices applicable to the trade involved.

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