



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 #591321

Position Title: Maintenance Lead Mechanic

Opening Date: **APRIL 25, 2023** APR 25 2023

Closing Date: **MAY 02, 2023 OR UNTIL FILLED**

Salary Range: Tribal Pay Scale

Supervisor: CTS Facility and Transportation Coordinator

Type of Employment: Regular Full Time, 250 Days

Job location: Choctaw Tribal Schools Maintenance Office

Scope of Service:

The Maintenance Mechanic Lead provides leadership and direction for all maintenance and mechanical services for the Choctaw Tribal Schools Facility Management Program. Assigns, supervises, coordinates work assignments of the mechanics. Schedules and coordinates work assignments of the mechanics, keeping subordinates informed on regulations, policies and procedures. Conducts or arranges for planned in-service training for maintenance mechanics. Determines types of manpower needed and selects subordinate employees. Explains and defines responsibilities, objectives and goals to subordinate staff. Evaluates obtained results for effectiveness and program compliance. Ensures adherence to safety regulations and proper use of government property, equipment and facilities. The incumbent must ensure that employees under his/her supervision adhere to Bureau and Government-wide regulations covering travel, sick, vacation, and annual leave.

Serves as the advisor to the Facility Maintenance Supervisor on all matters pertaining to Facility Management, provides technical advice in the long -range plans and programs to assure the availability and adequacy of facility management program required for education programs.

Participates in the preparation of Annual Financial budgets and Work Programs and preliminary budget estimates by reviewing data maintained on the conditions of buildings, utilities, equipment and facilities. Prepares materials for inventories and records cost of completed

work. Furnishes such other data and makes recommendations based on knowledge of field requirements to ensure equitable use of allotted funds. Responsible for implementation of the approved work plans.

Duties and Responsibilities:

1. Assign jobs to specific personnel and provide coordination among maintenance functions.
2. Establish and plan Preventative Maintenance schedule daily with assigned work orders and prepare parts needed and equipment required from warehouse inventory.
3. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the schools. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming and an effective work ethic.
4. Supervise assigned personnel, conduct annual performance appraisals, and make appropriate employment recommendations.
5. Survey safety devices and equipment on a regular basis. Keep equipment, tools, and shop/work areas in clean/safe condition, equipment warranties, and tool inventories.
6. Monitor and recommend systems and procedures to ensure the security of all school facilities.
7. Maintain records, reports, recommendation, evaluations, etc. Documents reflecting the conditions under which general building maintenance operations are performed.
8. Maintain current drawing and engineering records describing school facilities equipment and grounds.
9. Ensure the proper installation, inspection, repairs, and maintenance of all electrical, plumbing, mechanical, refrigeration, HVAC, heating and cooling and ventilation system (including boilers) in all Choctaw Tribal Schools.
10. Observe and inspect major contract work at all school campuses.
11. Utilize the Computerized Maintenance Management System: Bureau of Indian Affairs Facilities Management System (IA-FMS) to coordinate working conditions with planning schedules and track resource/expenditures for all work performed.
12. Initiate the purchase of parts, materials, equipment, supplies etc, in accordance with maintenance department procedures and provide technical assistance with required to facilitate such purchases.
13. Observe and practice all safety rules and requirements pertaining to hazardous chemicals, asbestos containing materials (ACM) and environment hazards.
14. Provide complete and accurate information in the creation of spread sheets or ledger reports.
15. Ensure that all tasks are complete in a timely, accurate and professional manner.
16. Perform other related duties as 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 Conditions:

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. BS degree from an accredited institution of higher learning in Electrical Engineering, Mechanical Engineering, Industrial Engineering or related academic discipline.
2. Must demonstrate knowledge of Choctaw Tribal Schools policies and procedures as well as Federal and state applicable laws, rules, and regulations.
3. Demonstrate thorough knowledge of Bureau of Indian Affairs Facilities Management System.
4. Must possess and maintain a current Federal Environmental Protection Agency refrigerant certification.
5. Must have good leadership skills necessary to direct the CTS maintenance team.
6. Ability to communicate effectively in English, both orally and in writing.
7. Demonstrate proficient knowledge and use of blueprints and electrical, HVAC, plumbing, carpentry, concrete, painting, roofing, windows, and building structure.
8. Ability to troubleshoot problems and implement corrective actions.
9. Ability to read and work from scaled drawings.
10. Ability to use computers for word processing, data management and telecommunication
11. Knowledge of best practices in construction, maintenance and repair Procedures.
12. Required skills and knowledge to approve the specifications and recommend contractors to perform maintenance and repairs services, using established Tribal procedures. Supervise and inspect the work performed and recommend payment upon satisfactory completion of the work.
13. Ability to develop and implement in-service training program for maintenance staff.
14. Ability to communicate and interact effectively and courteously with employees, vendors, and contractors.
15. Must be able to follow directions and instructions from supervisor to perform other tasks assigned.
16. Must be able to work at the any time (day, night, weekends, and holidays) when call upon.

17. Ability to diagnose malfunctions in the machinery and equipment owned by the Tribe.
18. Must possess and maintain a valid Mississippi Driver License, personal liability insurance and adequate personal transportation.
19. Ability to work in rural school system.
20. Preference will be given to an applicant who is experienced in working with Native Americans.
21. Ability to pass MBCI background investigation and receive favorable Adjudication.
22. Ability to satisfy MBCI random alcohol/drug testing policy requirements and meet MBCI's Drug-Free Workplace policy.

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 waiver 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**