



Choctaw Health Center

Maintenance Department
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4272

JOB ANNOUNCEMENT #576418

Position Title: Plant Operations General Maintenance Worker/
Mobile Unit Support

Salary: Grade 7

Supervisor: Facility Manager

Job Location: Choctaw Health Center

Type of Employment: Regular Full Time/Non-Exempt

OPENING: AUGUST 25, 2023 **AUG 25 2023**

CLOSING: SEPTEMBER 08, 2023 OR UNTIL FILLED

Mission Statement: *The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.*

Vision Statement: *Our vision is to achieve a healthy community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.*

SCOPE OF SERVICE AND EFFECT:

The Choctaw Health Center (CHC) is a 20 Bed hospital centrally located in Choctaw, Mississippi off of State Highway 16 on the Mississippi Band of Choctaw Indians Reservation. The Tribe consists of eight communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. The CHC serves approximately 11,000 members of the Tribe's population. The facility is a 180,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water. This position is funded for two years under the American Recovery Plan Act.

POSITION SUMMARY:

This position is with the Choctaw Health Center. The incumbent performs duties under the general administrative supervision and guidance of the Facility Manager, who determines major assignments, provides necessary guidelines and sets priorities and schedules. Work locations include the Choctaw Health Center, satellite clinics, the CHC Maintenance storage room and other locations designated by CHC Administration, management and/or supervision.

The incumbent assists Plant Operations Techs by helping with various HVAC, plumbing, electrical and carpentry tasks and reporting to the techs or supervision any major problems requiring journeyman assistance. The incumbent assists Outside Grounds personnel by helping cut the lawn, upkeep flower beds, paint the parking lot and any other outside tasks. This is a temporary position for 6 months.

DUTIES AND RESPONSIBILITIES:

1. Monitor and troubleshoot operating equipment.
2. Cut Lawns using a hand mower or power mower.
3. Trim edges around walkways, flower beds, and walls, using clippers, weed cutter, and edging tools.
4. Prune shrubs and trees, shape and improve growth or remove damaged leaves, branches, or twigs, using shears, pruners, or chain saws.
5. Paint ceilings, walls, doors, interior and exterior trim and framework usually not requiring basic precoating of raw surfaces. Touches up or repaints damaged or peeled surfaces. Removes dirt, scale loose paint and prepares surfaces by scraping and sanding fills minor cracks and holes with patching compounds before painting. Uses standard colors of oil or alkyd paints and standard methods for thinning and for tinting small amounts for patchwork, uses standard shellacs and varnishes for furniture and floor finishing. Brush paints or uses standard spray guns.
6. Assists journeyman electrician in repairing broken or frayed wiring and repairing or replacing mechanical components of electrical appliance, lighting and other standard equipment, such as switches, plugs, etc.
7. Assists in maintaining, repairing, and replacing standard plumbing fittings such as spigots, flushes, disposals, routs stopped drainage and cleans grease traps.
8. Assists in repairing or replacing leaky or corroded joints, elbows, and small external pipe sections, using standard items or measuring, cutting and threading pipe to fit. Replaces by joining, coupling, securing and sealing.
9. On a day-to-day basis performs other miscellaneous maintenance and repair duties such as making periodic checks and adjustments of routine electrical and plumbing needs, replacing broken windowpanes and doing routine patching and caulking to prevent further deterioration. As required, may also assist in fire

- prevention and suppression.
10. Load and unload trucks. Perform general housekeeping of work area.
 11. Ensure the plant adheres to safety and environmental policies and regulations.
 12. Handle material and cargo.
 13. Observe gauges, dials or other indicators to make sure a machine is working properly.
 14. Replenish inventory as needed.
 15. Receive and perform job assignments through work orders, sketches, PM schedules, blueprints or verbal instructions. Follows applicable codes and regulations on work performed.
 16. Respond to emergency requests for repairs/replacements.
 17. Help with various maintenance related activities, including mechanical, electrical, plumbing, carpentry and HVAC.
 18. Use a wide range of shop, hand, and power tools common to the various trades applied.
 19. Follow prescribed environmental, safety and health rules.
 20. Complies with sanitation guidelines and good manufacturing practices related to neatness, product cleanliness and personal hygiene.
 21. Perform other tasks as assigned.
 22. Perform general computer functions and operate applicable software applications.
 23. Adhere to applicable occupational standard safety practices.
 24. Support and maintain a culture of safety and high quality.

Mobile Unit Support Specific Duties

25. Be primarily responsible for driving the CHC Mobile Unit.
26. Perform vehicle pre-travel checklists.
27. Understand the mechanical functionality of the vehicle (generator operation, vehicle leveling, wheelchair lift, awning operation, shore power connections, cold weather heating system, HVAC system, plumbing & waste dumping system).
28. Ensure that the unit is kept clean (interior & exterior).
29. Alert supervision when professional cleaning of the unit is necessary.
30. Perform necessary life safety checks of required equipment (fire extinguishers, emergency lights, etc.).
31. Perform necessary routine (daily, weekly, monthly, seasonally, annually) maintenance checks.
32. Help coordinate and maintain the routine checks that are required by vendors/contractors.
33. Help coordinate (when/if needed) the routine biomedical equipment checks.

WORK ENVIRONMENT:

The incumbent will be exposed to hazardous conditions including possible shock, cold, heat, heights, and the possibility of falls. Work will normally take place at the Choctaw Health Center, outlying field clinics, or any other location designated by CHC Administration, management or supervision.

PHYSICAL DEMANDS:

The incumbent must be able to

- Lift up to 50 lbs without difficulty.
- Tolerate and work in potentially extreme temperature conditions including extreme heat or cold for short periods of time and
- Bend, walk and/or crawl without difficulty.

QUALIFICATIONS:

1. A High School Diploma or equivalent is required.
(ATTACH COPY/PROOF TO APPLICATION)
2. Must be able to read/write English and follow spoken/written instructions.
3. Applicants must have a current working phone number at all times.
4. Completion of criminal background investigation and pass a pre-employment drug test.
5. Must possess a valid Mississippi driver's license, reliable transportation and adequate personal auto liability insurance and be able to be covered under the Mississippi Band of Choctaw Indians' auto liability insurance policy. (ATTACH COPY/PROOF TO APPLICATION)

In accordance with the Choctaw Health Center Employee Health Program, pre-employment physical examination is required and an annual exam is required while employed.

*****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

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 persons(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 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.

IF INTERESTED, SEND APPLICATION TO:

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