



**DEPARTMENT OF PUBLIC WORKS
TRIBAL MAINTENANCE & FACILITIES**

PHONE (601) 656-9742 FAX (601) 650-9144

MISSISSIPPI BAND OF CHOCTAW INDIANS
1 MAINTENANCE ROAD
CHOCTAW, MS 39350

JOB ANNOUNCEMENT #279172

Position Title: Maintenance Aide (3 POS)
Salary: Grade 8
Opening Date: FEBRUARY 21, 2023 FEB 21 2023
Closing Date: MARCH 07, 2023 OR UNTIL FILLED
Supervisor: Maintenance Supervisor (Facilities or Residential)
Type of Employment: Non-exempt, regular full-time
Location: Tribal Maintenance Building (Pearl River)

SCOPE OF SERVICE:

The Maintenance Aide works generally alongside a skilled department employee and is responsible for duties requiring mostly manual labor. Duties are primarily associated with the maintenance and repair of residential/commercial buildings and associated infrastructure. A significant amount of the Maintenance Aide's responsibilities require working outside in relatively demanding conditions due to inclement weather, the nature of the type of work required, or the physical location of an assigned issue. The Maintenance Aide receives most assignments via the department's work order system, which requires competency in personal task planning and time management. Daily travel to any Tribal community may be required, depending on work requests and assignments.

DUTIES AND RESPONSIBILITIES:

1. Assists others with basic residential and commercial maintenance and repair services over a broad range of disciplines, including, but not limited to, painting, plumbing, carpentry, drywall, masonry, electrical, flooring, HVAC, roofing, walkways, driveways, sitework, etc.
2. Operates power tools, including, but not limited to, circular saws, reciprocating saws, drills, drain line augers, drain line jetters, electrical generators, etc.
3. Operates hand tools, including, but not limited to, hammers, saws, screwdrivers, chisels, pliers, shovels, rakes, post hole diggers, etc.
4. Maintains inventory of assigned tools, supplies, and equipment. Promptly returns all checked-out tools.
5. Performs periodic fueling and minor maintenance of assigned passenger vehicles.
6. Wears appropriate protective equipment while performing job duties, i.e., goggles, gloves, hard hats, back brace, knee pads.

7. Performs all assigned duties with a standard of care that protects the Maintenance Aide, fellow employees, and the public. Protection of Tribal and personal assets is mandatory.
8. Provides written forms and reports as necessary to document work performed, and to communicate effectively with homeowners, building managers, and co-workers.
9. Completes work orders as assigned in a timely manner.
10. Responds promptly to emergency calls when on duty, and after hours calls when on on-call assignment.
11. Performs other duties as assigned by supervisor or other authorized superiors.

PHYSICAL DEMANDS:

1. Ability to sit, stand, walk, bend, stoop, occasionally lift heavy loads - usually 50 pounds or less; however, heavier loads may be encountered.
2. Ability to work outdoors during periods of inclement weather. Many of the department's busiest periods are during and after storm events.
3. Ability to walk over rough terrain for extended periods and/or stand for extended periods while exposed to the environmental conditions described herein.
4. Ability to climb, crawl, and enter/exit small spaces, safely and repeatedly, during performance of duties.
5. Ability to occasionally work after hours and/or weekends as dictated by department workload, special events, emergencies, or other extenuating circumstances.

QUALIFICATIONS:

1. Must be a high school graduate or have a GED equivalent, with experience requirements as listed herein.
2. Must have capability to perform basic troubleshooting procedures to determine the most efficient and effective solutions for issues encountered while addressing assigned work orders.
3. Must have skills to safely use hand and power tools as described herein.
4. Must have adequate transportation, liability insurance and a valid state driver's license. The Maintenance Aide must be qualified to operate tribally owned vehicles through Tribal Risk Management at the time of employment.
5. Must submit to and pass MBCI drug screening procedures prior to hire.
6. Must submit to MBCI background screening and be determined eligible for hire.

7. Preferential consideration will be extended to qualified Indian applicants.

STATEMENT OF TRIBAL POLICY REGARDING INDIAN PREFERENCE:

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