



Mississippi Band of Choctaw Indians
Tribal Member Services
P. O. Box 6010
Choctaw, MS 39350

JOB ANNOUNCEMENT #279045

JOB TITLE: Facility Building Maintenance Aide
SALARY: Grade 7
SUPERVISOR: Facility Building Coordinator
LOCATION: Outlying Communities - CONEHATTA
TYPE OF EMPLOYMENT: Full-Time
OPEN DATE: JANUARY 12, 2023 **JAN 12 2023**
CLOSING DATE: JANUARY 26, 2023 OR UNTIL FILLED

GENERAL DESCRIPTION:

The Facility Building Aide functions under the direction of the Facility Building Coordinator in Each community. The incumbent works alongside the Facility Building team to ensure the tribal buildings and grounds are well maintained and available for service provision.

Responsibilities:

1. Assist the Coordinator in assuring the facility building, lawns and parking lot are clean and neat.
2. Assist the Coordinator in maintaining order and seeing to the orderly conduct of activities within the tribally operated facilities.
3. Assist the Coordinator in maintaining a positive environment for community activities.
4. Performs a wide variety of general building maintenance, repairs and services.
5. Assist the Facility Building Coordinator in monitoring all work being performed by outside contractors.
6. Responsible for alerting Tribal Maintenance of any repairs needed beyond the scope of the maintenance technician.
7. Performs custodial and landscaping duties as required.

Qualifications:

1. Ability to read, write and keep accurate records.

2. Valid Driver's License and Liability Insurance.
3. High School Diploma or GED.
4. Knowledge of maintenance and repair work such as painting, repair and finish walls, minor plumbing repair, minor repair of furniture and equipment.
5. Be able to function independently and demonstrate self-initiative.
6. Good written and verbal communication skills.
7. Be able to interact positively with other staff, the community and public.
8. Be able to use hand tools normally used in construction preferred.
9. Fluency in Choctaw and English preferred.
10. Knowledge and understanding of Choctaw culture preferred.

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 to qualified member of MBCI, who has applied for the position, can be trained up 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