



MBCI - CHOCTAW HOUSING RENTAL PROGRAM
CHOCTAW TOWN CENTER SUITE 305
P O BOX 6002
CHOCTAW MS 39350
PH: 601.656.0056/FAX 601.663.0619

Job Announcement #281188

Position Title: Maintenance Technician
Salary: Grade 7
Opening Date: JANUARY 30, 2023 JAN 30 2023
Closing Date: FEBRUARY 13, 2023 OR UNTIL FILLED
Supervisor: Tribal Housing Rental Manager, Choctaw Loan Program
Type of Employment: Regular Full-time
Location: Choctaw Loan Program, Choctaw Town Center

Purpose and Scope of Service:

The responsibility of the Maintenance Technician is to ensure timely and quality workmanship of Tribal Housing Rental Program work orders. Technician is responsible for performing skilled maintenance and repair tasks, on housing rental units. Technician will work closely with Tribal Maintenance Supervisor and Tribal Housing Rental Manager.

Physical Demands:

Must be able to lift at least 50 lbs.
Must be able to work in extreme weather conditions

Responsibilities:

1. Perform regular maintenance and repair tasks to residential units such as repairs such as changing or replacing faucet washers, stems, seats, etc. and repairing toilets by changing tank bulbs, overflow tubes, etc.
2. Perform basic electrical tasks such as resetting circuit breakers, changing plate covers on switches and outlets, replacing light bulbs, globes, switches, etc.
3. Repair window shades, glass, and screen by measuring, cutting and installing them.
4. Perform carpentry drywall and painting repairs.
5. Floor repairs including sheet vinyl, VCT/LVT, wood, etc.
6. Build and repair minor structures (such as glass windows, screen, door, door frames, etc.)
7. Provide preventative maintenance on HVAC equipment including filter cleaning and changing.
8. Keep all equipment and tools in good repair.
9. Prepare all related paperwork to document, record, and summarize work being performed.
10. Perform other minor related duties as assigned by the supervisor.

Qualification:

1. Must be a high school graduate or have a GED equivalent.

2. Must have at least (2) years' experience in building and repair trades.
3. Certification in any trade is a plus.
4. Demonstrate knowledge and skills in the use of hand tools, materials, and equipment used in building and grounds maintenance.
5. Must be willing to work at any time (day or night, weekends, and holidays) when called upon for emergencies.
6. Must be proficient in use of light machinery.
7. Must have adequate transportation, liability insurance and a valid state driver's license.
8. Ability to pass mandatory drug test when required.
9. Ability to work harmoniously with others with little or no supervision.

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