



ADULT DETENTION CENTER and YOUTH JUSTICE CENTER
125 River Ridge Circle • P.O. Box 6010 • Choctaw, Mississippi 39350
Phone (601) 663-7903 • Fax (601) 663-7908/7696

JOB ANNOUNCEMENT #279087

JOB TITLE: Maintenance Aide (2 POSITIONS)
SALARY: Paygrade 8
OPENING DATE: MARCH 29, 2023 MAR 29 2023
CLOSING DATE: APRIL 12, 2023 OR UNTIL FILLED
SUPERVISOR: Facility Manager
JOB LOCATION: Justice Complex – Choctaw Detention Center
TYPE OF EMPLOYMENT: Regular Full-time

SCOPE OF SERVICE AND EFFECT:

The Maintenance Aide is responsible for assisting in maintaining the day-to-day operations and physical assets of the property. The position requires the performance of all semi-skilled maintenance and repair tasks, in coordination with the Choctaw Detention Facility Manager and other detention personnel, including inside cells, housing units, facility grounds, and equipment. The Maintenance Aide is also required to demonstrate competency in personal task planning and time management in the area of plumbing, electrical, HVAC, some carpentry, painting, drywalling, and landscaping.

The Maintenance Aide must perform all responsibilities in accordance with the Mississippi Band of Choctaw Indians Tribal Administrative Personnel Policies, applicable Federal and Tribal Law, and other established Tribal practices.

DUTIES AND RESPONSIBILITIES:

Duties and Responsibilities of this position include:

1. Assist maintaining the physical assets of the facility and grounds, such as water, electricity, HVAC, pest control, etc., to assist in ensuring the safety, health and welfare of the Detention Center and its occupants.

“Choctaw Self-Determination”

2. Have a working knowledge and/or experience with electrical, plumbing, HVAC, ground maintenance, and general facility maintenance.
3. Operate power tools including, but not limited to: saws, drills, drain line augers, etc.
4. Operate hand tools including, but not limited to: hammers, screwdrivers, chisels, pliers, shovels, rakes, etc.
5. Maintain inventory of assigned tools, supplies, and equipment.
6. Conduct inspections of the building to ensure facility and equipment is functioning accordingly, including scheduled inspections of equipment present in the facility.
7. Performs periodic fueling and minor maintenance of assigned passenger vehicles.
8. Wear appropriate protective equipment while performing job duties.
9. Complete work orders in a timely manner.
10. Respond promptly to emergency calls when on-duty and after-hour calls when on an on-call assignment.
11. Document forms and reports as necessary on work performed to help communication between facility staff.
12. Perform other duties as assigned by supervisor or other authorized superiors.

WORK ENVIROMENT:

The applicant is regularly subject to physical hazards and dangerous conditions such as assaults and hostage situations. Due to the potential for uncontrollable situations to occur in a correctional facility, the level or risk for hazardous and stressful working conditions is high. The duties of this position require frequent direct contact with individuals in detention suspected or convicted of offenses against the criminal laws of the Unites States or the Tribe.

PHYSICAL DEMANDS:

1. May be required to perform some lifting and bending.
2. Must conduct sanitation
3. May be required to sit, stand, or walk for long periods of time.
4. May be required to engage in physically strenuous activities, manual labor tasks, and/or working with tools when assisting inmate workers.
5. Positions requires good physical condition with ability to lift and move objects weighing 40 pounds and occasionally objects weighing over 50 pounds, continuous standing, walking, and stooping.
6. Must have acceptable eyesight and not be color blind.
7. Must be able to think and act quickly in medical, fire or other emergency situations.
8. Must be able to hear and communicate effectively.

QUALIFICATIONS:

The minimum qualifications for the position are as follows:

1. Twenty-one years of age (21) with a minimum educational requirement of High School or GED
2. Highly stable character with proven ability to maintain strict standards of behavior and confidentiality.
3. Ability to pass a background check.
4. In accordance with BIA policy, “ The minimum standards of character under this section shall ensure that none of the individuals appointed to positions have a clear criminal history for the past seven (7) years as evidenced by no conviction for, or no pleas of nolo contendere or guilty to, any felonious offense, or any two or more misdemeanor offenses, under Federal, State, or tribal law involving crimes of violence,

5. sexual assault, molestation, exploitation, contact or prostitution, crimes against persons; or offenses committed against children.”
6. Ability to pass a personal background investigation to determine the applicant is of good moral character and is honest, reliable, loyal, and above reproach. The background investigation includes all activities required by federal and tribal policy to ensure the applicant is appropriate to work in a position of trust.
7. Have good work habits and ethic (i.e., positive attitude, punctuality, maintain professional attire and neat appearance, ability to get along with others).
8. Willingness to submit to urinalysis if required.
9. Agreement to maintain a drug-free and tobacco-free workplace.
10. Ability to participate in positive interpersonal relationships and maintain effective relationships with people of varied, economic, educational, and cultural backgrounds.
11. Possession of reliable transportation and maintenance of valid driver’s license and liability insurance.
12. Willingness to maintain own telephone.

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