



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302
FAX (601) 656-9454

JOB ANNOUNCEMENT #147321

JOB TITLE: Utility Mechanic

OPENING DATE: DECEMBER 06, 2024

CLOSING DATE: DECEMBER 20, 2024 OR UNTIL FILLED

SALARY: Grade 12, Tribal Pay Plan

SUPERVISOR: Coordinator, Transportation & Facilities

TYPE OF EMPLOYMENT: Regular Full Time – 260 Days Contract

JOB LOCATION: Choctaw Tribal Schools' Maintenance Shop

SCOPE OF SERVICE:

The Utility Mechanic is responsible for general maintenance and day to day repairs on a variety of equipment and structures at various sites throughout the Choctaw Tribal School System. This position may require considerable physical effort and may at times subject the employee to uncomfortable or unpleasant conditions.

DUTIES AND RESPONSIBILITIES:

1. Repairs and maintains machinery, plumbing, physical structures, and electrical wiring as directed.
2. Inspects machinery or structures for defects. Reports defects, and makes repairs or replacement as directed.
3. Erects and uses ladders and scaffolds as needed.
4. Verifies the soundness of all repairs or equipment.
5. Reports to supervisor any major problems requiring Journeyman assistance.

6. Work in a cooperative manner with tribal program personnel and the tribal maintenance personnel of other tribal entities for minor and emergency repairs.
7. Assists in keeping an inventory of supplies, equipment, and materials. Requisitions needed items through the supervisor far enough in advance that they may be delivered in a timely manner.
8. Performs other duties as assigned to assist in providing a safe, orderly environment conducive to learning and instruction.
9. May be required to perform minor related tasks in the following crafts: carpentry, plumbing, masonry, welding, sheet metal and other general construction trades.

PHYSICAL DEMANDS:

This position requires standing, stooping, and bending. Work on ladders or scaffolds may be high from the ground or floor. Work may require stretched, cramped, or awkward positions. This job requires frequent lifting and carrying of tools and materials, occasionally of items weighing 50 pounds or more. This individual will be occasionally subjected to conditions that lead to possible cuts, bruises, burns, or electrical shocks.

WORKING CONDITIONS:

The Work is done inside and outside sometimes during adverse weather conditions and frequently exposed to disagreeable odors.

QUALIFICATIONS:

1. High School Diploma or GED
2. Must have knowledge and demonstrated basic skills in carpentry, electrical, plumbing, and mechanical construction and repair.
3. Must be available to work at any time (day, night, weekend, holidays) when called upon.
4. Required to maintain a telephone at residence to respond to emergencies which arises.
5. Must be able to communicate effectively and get along with others in this position is subject to random drug testing.

6. Good physical condition with no health problem that could affect the performance of this job as described. Good eye-sight and hearing are necessary for safety and efficiency. Required to submit results of annual examination.
7. Employee in this position is subject to random drug testing.
8. Must possess a valid Mississippi Driver's License, personal liability insurance and adequate transportation.
9. Complete a criminal background check on county, state, and national levels. Any record of conviction or child abuse charges will result in immediate termination.

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, Mississippi 39350**