



Mississippi Department of Marine Resources

Contact: procurement@dmr.ms.gov

REQUEST FOR APPLICATIONS
Maintenance Technician Contract Worker

Introduction

The Department of Marine Resources is currently seeking a part-time contract worker for the Lyman Fish Hatchery.

The MDMR manages all marine life, public trust wetlands, adjacent uplands, and waterfront areas to provide for the balanced commercial, recreational, educational, and economic uses of these resources consistent with environmental concerns and social changes.

Scope of Work/Job Duties

The contract worker's duties will include the operation and maintenance of hatchery equipment including, but not limited to, pumps, generators and bush hogs. Other hatchery maintenance duties will be assigned by the Maintenance Supervisor and/or Office Director.

Minimum Qualifications

The minimum qualifications which the MDMR is seeking for this position include:

- **Education:** Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma); and,
- **Experience:** Two (2) years of experience related to the described duties.
- **Substitution Statement:** Related education and related experience may be substituted on an equal basis.
- **Other:** Must possess a valid Mississippi driver's license or driver's license from another state (Mississippi residents must have a Mississippi driver's license). MDMR will verify the driver's license.

Compensation and Hours Worked

This position pays \$15.00 per hour and is for 20 to 30 hours per week.

Instructions for Applying

- Complete and **sign** the attached application (all requested information must be completed).
- Attach your resume describing your education and prior work history, including relevant work experience.
- Attach a list of at least three references (name and current contact information). References familiar with your job performance skills are preferable. If MDMR is unable to contact your references based upon the contact information you provide, your application may be rejected.

You may submit your application packet (all of the above) in one of three ways:

- Via email to procurement@dmr.ms.gov;
- Via U.S. mail, postage prepaid, to:

- Michelle Williams, Sr. Contract Analyst, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to Michelle Williams at the above address.

The **deadline** for receiving applications is **October 15, 2018 at 10:00 a.m.** Late applications will not be accepted.

You may be required to interview in person at MDMR in Biloxi, Mississippi, or by telephone.

Questions/Requests for Clarification

All questions and requests for clarification must be submitted by email to:

Michelle Williams, Sr. Contract Analyst at procurement@dmr.ms.gov

The MDMR will not be bound by any verbal or written information that is not specified within this Request for Applications unless issued in writing by the contact person.

Equal Opportunity Statement

MDMR will select the worker for these services without regard to political affiliation, race, color, handicap, genetic information, national origin, sex, religious creed, age, or disability.