

Facilities Maintenance Repairer II

Grand Village of the Natchez Indians, Museums Division

Starting annual salary: \$24,227.07

Application deadline: July 28, 2021

The Mississippi Department of Archives and History (MDAH) seeks applications for Facilities Maintenance Repairer II at Grand Village of the Natchez Indians, a National Historic Landmark archaeological site in Natchez, Mississippi.

Job duties include but are not limited to:

- Performing custodial services following established procedures and guidelines in buildings, museums, restrooms, including setting up and taking down chairs and tables for events.
- Performing regular and directed grounds and landscape maintenance.
- Ensuring that nature trail is free of obstacles and aesthetically attractive by utilizing hand or power tools.
- Maintaining the cleanliness of the HVAC unit.
- Removing trash and debris from public areas by regularly inspecting grounds, drains, highway easements, etc., for debris.
- Assisting with the operation and repair of office equipment.
- Safely operating light vehicles such as pick-up trucks, tractors, mowers, and portable power tools and equipment.
- Maintaining an equipment inventory and ordering cleaning and maintenance supplies—including potable water—when needed.
- Cleaning and maintaining outside facilities, i.e., pavilion, grills, picnic tables, storage buildings, and public restrooms
- Assisting other staff as needed in special projects on-site and off-site.
- Performing setup and operational duties for outdoor events, including installation for seats, tents, public address booths, traffic direction, and continuous facility maintenance and upkeep during events.
- Assisting at Historic Jefferson College as needed.
- Periodically inspect additional MDAH properties, including inspection and reporting of problems, trash collection, and deposit and grounds repair or cleaning work as needed.
- Other work as assigned.

Education must meet the following criteria:

- Graduation from a standard four-year high school or equivalent (GED)

To apply for this position, submit an online application via the Mississippi State Personnel Board, [linked here](#). For more information, contact the MDAH human resources office at 601-576-6866. The Mississippi Department of Archives and History is an equal opportunity employer.