



JOB ANNOUNCEMENT

Maintenance/Grounds Technician III

Administration

Starting annual salary: \$26,185.60

Application deadline: July 12, 2022

The Mississippi Department of Archives and History is recruiting a Maintenance/Grounds Technician III to serve in Administration. This individual will work in multiple locations in Jackson, MS, including, but not limited to, the building, grounds, and parking areas of the Two Mississippi Museums, William F. Winter Building, Old Capitol Museum, Charlotte Capers Building, GM&O Depot, and other MDAH sites as assigned by supervisor.

Responsibilities of this role will include:

- Performing routine custodial work and cleaning activities.
- Moving and arranging furniture.
- Preparing facilities for meetings and special events, including setting up and taking down when complete.
- Ensuring parking lots, sidewalks, and building entryways are free of litter.
- Performing periodic checks of 2MM garages and reporting any light outages or safety issues.
- Providing friendly customer service and directions to guests at sites.
- Receiving, sorting, and distributing mail; ensuring delivery of outgoing mail is taken to the post office; weighing and putting postage on mail.
- Other duties as assigned.

Applicants must have a valid driver's license, be able to lift at least 50 lbs and stand on their feet for long periods.

This position is scheduled to work Monday to Friday from 8 a.m. to 5 p.m. In addition, the incumbent must be willing to work the occasional evenings for after-hour events.

Experience must meet the following criteria:

This role typically requires two to four years of experience with two to four years in semi-skilled work.

To apply for this position, submit an online application via the Mississippi State Personnel Board; or for more information, contact the MDAH human resources office at 601-576-6865. The Mississippi Department of Archives and History is an equal opportunity employer.