



Mississippi Department of Marine Resources

Contact: procurement@dmr.ms.gov

REQUEST FOR APPLICATIONS

Lyman Fish Hatchery Contract Worker

Introduction

The Mississippi Department of Marine Resources (MDMR) is currently seeking a 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 position includes, but is not limited to, the following job duties:

- Manage construction projects and assist in all aspects of the MDMR Lyman Aquaculture Program at the Lyman Fish Hatchery;
- Manage general facility and grounds maintenance at the Hatchery which include, but not limited to, managing and assisting other personnel in the daily upkeep and maintenance of over two (200) acres of state property, including fish ponds, maintenance and service of multiple types of farm equipment, operating multiple types of farm equipment, mowing, trimming and edging grounds;
- Oversee the design and construction of water systems, including reservoirs and treatment systems;
- Perform pond maintenance and all duties as deemed necessary to successfully accomplish the mission of the MDMR;
- Conduct water monitoring and daily feeding programs;
- Provide assistance, as needed, on weekends and holidays; and
- Perform other duties as assigned.

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);
- **Experience:** Three (3) years of experience related to the described job 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 \$25.00 per hour and is for 40 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, including phone number and email, if available). 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:
 - Procurement Director, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to the Procurement Director at the above address.

The **deadline** for receiving applications is **April 5, 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:

Valerie McWilliams, Procurement Specialist 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, religion, national origin, sex, religious creed, age, or disability.