



Mississippi Department of Marine Resources

Contact: procurement@dmr.ms.gov

REQUEST FOR APPLICATIONS
System-Wide Monitoring Program (SWMP)
Assistant Contract Worker

Introduction

The Department of Marine Resources is currently seeking a SWMP Assistant contract worker for the National Estuarine Research Reserve (NERR).

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 will assist with field work for the System-Wide Monitoring Program which includes, but is not limited to, collecting samples, using handheld water quality instruments, assisting with weather station maintenance and data collection, using, maintaining and cleaning lab and sampling equipment, assisting in calibration and post-deployment calibration checks, processing field samples and lab analyses, recording lab, field and maintenance data on standardized data sheets and other duties assigned by Direct Supervisor and/or Office Director. The ideal candidate should have experience in water quality sampling, experience with boats and trailering, proficiency in basic software applications, ability to lift up to 40 lbs., strong organizational skills and be available for occasional evening, weekend and/or holiday work.

Minimum Qualifications

The minimum qualifications MDMR is seeking for this position include:

- **Education:** Must possess, or be pursuing, a bachelor's degree from an accredited four-year college or university in biology, marine science, land use planning, coastal management, environmental policy, botany, geology, geography, ecology, environmental education, forestry, wildlife management/biology, or a related field.
- **Experience:** One (1) year of experience or course work 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 \$13.00 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). 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 26, 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.