**REQUEST FOR APPLICATIONS**

**Contract Worker Position for an Assistant Marine Mechanic**

**RFx No: 3140000902**

**Smart No: 1450-17-R-RFQI-00023**



Mississippi Department of Marine Resources

1141 Bayview Avenue

Biloxi, Mississippi 39530

Contact: Valerie McWilliams - procurement@dmr.ms.gov

**Introduction**

The Department of Marine Resources is currently seeking a contract worker for the position of Assistant Marine Mechanic for the Office of Property Management. 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. This is a contract position for a period not to exceed one year.

**Scope of Work/Job Duties**

The position includes, but is not limited to, the following job duties:

* Assist the mechanic in performing major repairs such as replacing power heads, lower units, and throttle systems;
* Assist the mechanic with general repair and maintenance of vessel(s), in-board and out-board motors and associated equipment;
* Work outdoors around marine harbors and vessels;
* Maintain a clean work area including all shop equipment, tools, and surrounding areas inside and out of the office area which includes cutting grass and weed eating as needed;
* General vessel maintenance including boat bottoms by scraping barnacles, bottom paint, washing, and waxing;
* General maintenance of department issued state vehicle(s) by checking oil daily, washing once each week and waxing once each quarter; 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); and,
* Applicants must be at least 18 years of age or older.
* **Experience:** Must have experience related to the described job duties;
* **Competencies:** Applicant must be motivated, have the willingness to learn, possess a strong work ethic, be capable of effectively communicating with and demonstrate respect for supervisor(s) while following given instructions; and
* **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.
* Must be able to lift 50 pounds or more.

**Compensation and Hours Worked**

This position pays $12.00 per hour and is for 40 hours per week. There are no benefits with the position.

**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:
	+ Valerie McWilliams, Procurement Specialist, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
* Via hand delivery to Valerie McWilliams at the above address.

The **deadline** for receiving applications is **March 22, 2017 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 vendor for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.