



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350

PHONE (601) 650-7302
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JOB ANNOUNCEMENT #060321

JOB TITLE: Carpenter

OPENING DATE: APRIL 08, 2025 APR 08 2025

CLOSING DATE: APRIL 22, 2025 OR UNTIL FILLED

SALARY: Negotiable

SUPERVISOR: Facilities and Maintenance Coordinator

TYPE OF EMPLOYMENT: Regular Full Time, 260 Days

JOB LOCATION: Choctaw Tribal Schools' Maintenance Shop

SCOPE OF SERVICE:

The Carpenter works from the Choctaw Tribal Schools Maintenance Shop to provide day to day maintenance and repair to a variety of buildings and structures in the facilities of the Choctaw Tribal School System. Working conditions may at times be uncomfortable with little protection from the elements and may require considerable physical effort.

DUTIES AND RESPONSIBILITIES:

1. Maintain and repair to a variety of buildings and structures including, but not limited to, repair and replacement of wood flooring, door and window framing, doors, windows, and other related items.
2. Independently plans and pays out in accordance with drawings, sketches, and blueprints and/or oral instructs. Estimates and selects materials, measures, and cuts to required length, dimension or pattern.
3. Ensure that all carpentry work is done in compliance with all applicable building codes and inspection requirements.
4. Applies caulking compound or other filler material around doors and window casing and other locations requiring tight seal.

5. Fabricates, installs, repairs, and rebuilds shelving from clearly defined drawings, blueprints, or sketches.
6. Reports and/or fabricates and installs wooden replacement parts for furniture such as broken legs, rings, seats, tapes and similar parts.
7. Performs a variety of maintenance and repair work requiring some knowledge of welding, sheet metal work, carpentry, electrical repair, painting, and plumbing.
8. Erects and uses ladders and scaffolds as needed.
9. Verifies the soundness of all repairs or equipment.
10. Provide accurate cost estimates to the supervisor.
11. Work in a cooperative manner with tribal program personnel and the tribal maintenance personnel of other tribal entities for minor and emergency repairs.
12. Keeps and inventory of supplies, equipment, and materials. Requisitions needed items through the supervisor far enough in advance that they may be delivered in a timely manner.
13. Maybe required to perform minor related tasks in the following crafts; carpentry, plumbing, masonry, welding, sheet metal and other general construction trades.
14. Performs other duties as assigned to assist in providing a safe, orderly environment conducive to learning and instruction.

PHYSICAL DEMANDS:

This position requires considerable standing, stooping, and bending. Work on ladders or scaffolds may be high from the ground or floor. Work may require stretched, cramped, or awkward positions. Arm movement is considerable when nailing an using such tools as handsaws and planers. May occasionally lift and carry items that weight 50 pounds.

WORKING CONDITIONS:

The work is performed inside a shop where the worker is subject to cuts from hand or powered tools and danger from flying splinters and chips, Shop work is unpleasant due to the presence of sawdust in the air. Frequently, the carpenter works outside in all kinds of weather. There are times when protection from weather conditions is limited to unheated building shells. Also work on scaffolds and ladders of roof tops when nailing and installing items.

QUALIFICATIONS:

1. High school diploma or GED Certificate.
2. Knowledge of and skill in using any king of the accepted trade methods and techniques.
3. Knowledge of simple arithmetic (addition, subtractions, multiplication, division, and fractions) to plan and measure materials according to requirements and dimensions.
4. Ability to set up and adjust hand and power tools to accomplish more difficult tasks such as cutting bevels, rabbet, chamfers, grooves, and miter joints.
5. Demonstrated ability to read, interpret and apply building plans, specifications, blueprints, sketches, and building codes which are complicated.
6. Must be able to communicate effectively and get along with others.
7. Must be able to work at any time (day, night, weekends, and holidays) when called upon.
8. Required to maintain a telephone at resident to respond to emergencies which arise.
9. Good physical condition with no health problems that could effect the performance of this job as described. Good eye-sight and hearing are necessary for safety and efficiency. Required to submit results of annual examinations.
10. Complete a criminal background check on county, state, and national levels. Any record or conviction of criminal or child abuse charges will result in immediate termination.
11. Employee in this position is subject to random drug testing.
12. Must possess a valid Mississippi Driver's License, personal automobile liability insurance, and adequate transportation.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II, (A), have been revised and approved as follows:

Further bolstering this Native American Preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost,

and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The Authority to waive Native American Preference Laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any Executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033 – Choctaw Branch
Choctaw, Mississippi 39350