



Mississippi Department of Marine Resources

SOLICITATION:

REQUEST FOR APPLICATIONS

RFA NUMBER:

3140002790

TO PROVIDE:

Facility Ops/Special Projects Officer
Contract Worker

ISSUE DATE:

August 4, 2021, 10:00 AM CST

LOCATION:

Mississippi Department of Marine Resources
1141 Bayview Avenue
Biloxi, Mississippi 39530

CONTACT:

Rickey Kinnard
(228) 523-4147
procurement@dmr.ms.gov

CLOSING DATE AND TIME:

August 13, 2021, 2:00 PM CST

Introduction

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking a Facility Operations contract worker 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.

Scope of Work/Job Duties

The Contractor must:

- Provide assistance to all aspects of the Office of Property Management;
- Assist the property manager with all functions of property management for MDMR;
- Assist with inventory control and maintenance to MDMR;
- Assist with the improvements to MDMR property to maintain the professional appearance of all MDMR property;
- Perform others duties assigned; and
- The Contractor must not exceed 1040 hours per the term of this contract. The goal for each week should be 20 hours. The supervisor may adjust the schedule as needed during high volume times. No overtime is authorized for this contract.

Minimum Qualifications

The minimum qualifications 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,
- **Experience:** Five (5) years of experience related to the above described duties, three (3) years of which must include line or functional supervision;
- **Substitution Statement:** Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the three (3) years of line or functional supervision.
- **Other:** Must possess a valid driver’s license (Mississippi residents must have a Mississippi driver’s license). MDMR will verify the driver’s license.

Compensation and Hours Worked

This position pays \$15.00 per hour and is for 20 hours per week. The MDMR reserves the right, in its sole discretion, to increase the hourly rate of pay and/or hours per week worked in the future based upon merit, cost-of-living increases, or increases in job duties.

Instructions for Applying

- Complete and **sign** the attached Application (all requested information must be completed.)
- Attach a 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:
 - Rickey Kinnard, Procurement Director, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to Rickey Kinnard at the above address.

The **deadline** for receiving applications is **August 13, 2021 at 2:00 p.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:
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 candidate for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.