

**Jackson Municipal Airport Authority  
Airfield Maintenance – Hawkins Field**

**DEFINITION**

To perform general maintenance and landscaping work at Hawkins Field. This involves work in the maintenance, repair, alteration and construction of airport buildings, facilities, and fixtures. Also, responsible for the cultivation and care of extensive lawns, flower beds, bushes, trees and the removal of debris from the building complex and grounds. Duties include fertilizing, trimming, mulching, watering plants, and grass cutting.

**SUPERVISION RECEIVED AND EXERCISED**

Receives functional supervision from the Airfield Maintenance Supervisor.

Receives general supervision from the Airport Manager.

**EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES** --*Essential and important duties and responsibilities may include, but are not limited to, the following:*

**Essential Duties and Responsibilities:**

Operates a variety of equipment such as a backhoe, dump truck, forklift, front-end loader, tractor and debris removal equipment.

Performs a variety of grounds maintenance working including mowing, weeding and trimming; removal of trash, rocks, leaves, grass dirt, rubbish and refuse from the area maintained, operate related tools and equipment including a weed eater, edgers, blowers and hedge trimmers.

Performs construction and maintenance tasks such as concrete work, to include pouring and finishing of cement, asphalt spreading, applying sealant to asphalt, truck driving, jackhammer work and a variety of minor repair activities.

Performs minor maintenance on airport irrigation system and other equipment as needed; may perform spot welding on metal parts.

Assists in the maintenance of the airfield, paints runways and clears obstructions from runaways; assists in snow removal when necessary.

Sets up equipment, crowd control barriers, signage, banners, etc. for special events.

Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Ability to:**

Maintain effective audio-visual discrimination and perception needed for:  
*operating assigned vehicles and equipment.*

Perform work under extreme temperatures and during adverse weather.

Communicate clearly and concisely, both orally and in writing.

Work independently in the absence of supervision.

Repair and maintain a variety of tools and equipment.

Maintain physical condition appropriate to the performance of assigned duties which may include the following:

*walking, crouching, crawling, or climbing*  
*moving tools and equipment*  
*operating tools and equipment*  
*lifting heavy objects*

Establish and maintain cooperative working relationships with those contacted in the course of work.

**Knowledge of:**

The methods and procedures of general maintenance including landscaping, equipment operations, airfield and grounds maintenance.

Occupational hazards and safety precautions of the work.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.*

**Experience/Training:**

A minimum of two (2) years of increasingly responsible experience performing maintenance work involving the operation of construction equipment.

**Education:**

Graduation from a standard four-year high school or equivalent (GED).

**License or Certificate**

Possession of a valid Mississippi driver's license.

Ability to acquire and maintain AOA driver's license; maintain secure SIDA area and sterile area and AOA security clearances and ability to acquire and maintain a Commercial Driver's License (CDL).

**Excellent Benefits include, but are not limited to:**

- Public Employees' Retirement System (PERS)
- Employer pays 100% of employees' medical, dental, life, long term disability and accidental death and dismemberment insurance.
- Employees earn vacation and medical leave on a monthly basis.
- Employees receive pay for 10 holidays and any other day proclaimed as a holiday.
- Educational Reimbursement available to all fulltime employees for educational expenses.

**Please submit a completed copy of the following employment application to:**

**Jackson Municipal Airport Authority  
Human Resources Department  
Post Office Box 98109  
Jackson, MS 39298-8109  
Fax: (601) 664-3514  
Email: [recruiter@jmaa.com](mailto:recruiter@jmaa.com)  
Acceptance deadline is **October 2, 2017**  
EOE**

**\*\*WE ARE AN EQUAL OPPORTUNITY EMPLOYER\*\***  
**EOE, M/F, D/V**

**APPLICANT DATA RECORD**

All applicants are considered for the applied position without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability (if performance ability coincides with job requirements), or any other legally protected status.

Solely to help us comply with government record keeping, reporting and other legal requirements, we ask that you complete this Applicant Data Record. We appreciate your cooperation. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or your personnel file. Periodic Reports are made to the government on the following information.

YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Position Applied For: <b>AIRFIELD MAINTENANCE-HAWKINS FIELD</b>	Today's Date:
Name (Last)                      (First)                      (MI)	Social Security Number:
Address:	Telephone Number:
City                      State                      Zip	Date of Birth
Check One: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Check one of the following: (Ethnic Origin) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Other _____	
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single	
Referral Source: <input type="checkbox"/> College/Tech School <input type="checkbox"/> Newspaper <input type="checkbox"/> Employment Agency <input type="checkbox"/> Walk-In <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Other-Specify _____	



# 100 INTERNATIONAL DRIVE\*SUITE 300\*JACKSON, MISSISSIPPI\*39208

## Application For Employment (Please Print or Type in Black Ink)

### WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for all positions without regard to race, religion, gender, national origin, age, veteran status, the presence of a non-job related physical or mental condition, handicap, or disability, or any other legally protected status. If you require accommodation or assistance in completing this application or in any stage of the employment process, please let us know.

APPLICATION FOR: **AIRFIELD MAINTENANCE - HAWKINS FIELD**

ADVERTISEMENT PERIOD: **09/18/2017 - 10/02/2017**

### PERSONAL

NAME \_\_\_\_\_  
(Last) (First) (Middle Initial)  
ADDRESS \_\_\_\_\_  
(Street Address) (City) (State) (Zip)  
HOME PHONE NO. (\_\_\_\_) \_\_\_\_\_ ALTERNATE PHONE NO. (\_\_\_\_) \_\_\_\_\_  
SOCIAL SECURITY # \_\_\_\_\_ EMAIL \_\_\_\_\_  
DRIVER LICENSE # \_\_\_\_\_ Class \_\_\_\_\_ Expiration \_\_\_\_\_ State \_\_\_\_\_

When will you be available to begin if selected for the position? \_\_\_\_\_

Are you available to work shifts? Yes \_\_\_ No \_\_\_

Are you authorized to work in the U.S. on an unrestricted basis? Yes \_\_\_ No \_\_\_  
*(Proof of citizenship or immigration status will be required upon employment)*

Have you ever been employed with JMAA before? Yes \_\_\_ No \_\_\_

If yes, give dates \_\_\_\_\_

Have you ever been convicted of a crime other than minor traffic violations? Yes \_\_\_ No \_\_\_

If yes, state nature of offense, when, where and disposition \_\_\_\_\_

*(A conviction will not necessarily disqualify an applicant from employment)*

Do you have any relatives presently employed by the Jackson Municipal Airport Authority? Yes \_\_\_ No \_\_\_

If yes, list names and relationship \_\_\_\_\_

**Employment with the Jackson Municipal Airport Authority is contingent upon the ability to be granted and maintain ID/secure media badge as regulated by TSA, and a valid drivers license and motor vehicle report in compliance with JMAA's Drivers Policy. A comprehensive pre-employment background check includes an education/experience investigation, a medical physical exam, a drug/alcohol screen, a motor vehicle report and a fingerprint-based criminal history record check.**

NAME: \_\_\_\_\_

SOCIAL SECURITY NO.: \_\_\_\_\_

**Education & Training**

	High School	College/Technical/Business	Graduate School
School Name & Location			
Years Completed (Circle)	9 10 11 12	1 2 3 4	1 2 3 4 5
Diploma/Degree (Verification of education required) Describe Course of Study:			
Describe Specialized Training, Apprenticeships, Skills, Extra-Curricular Activities, Foreign Languages:			

**Employment Experience**

Start with your present or last job. If unemployed, start with your immediate past employment. Be specific and complete. Include military service assignments and volunteer activities. Any military service must be documented by providing a DD214 along with this application. Exclude organizational names that indicate race, color, religion, gender, national origin, disabilities or other protected status. Explain any gaps between employments. Failure to explain any gaps in employment will be justification for your disqualification from the selection process. Use additional sheets if necessary.

Your Job Title \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Company Name \_\_\_\_\_ Employed (Indicate Month, Day and Year)

Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_ Annual Salary

Name of Supervisor \_\_\_\_\_ Start \_\_\_\_\_ Last \_\_\_\_\_

Describe Your Duties \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ May We Contact This Employer? Yes  No

\_\_\_\_\_ If No, Please Explain \_\_\_\_\_

Full Time \_\_\_\_\_ Part-Time \_\_\_\_\_

NAME: \_\_\_\_\_

SOCIAL SECURITY NO.: \_\_\_\_\_

Your Job Title \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Company Name \_\_\_\_\_ Employed (Indicate Month, Day and Year)

Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Annual Salary  
Start \_\_\_\_\_ Last \_\_\_\_\_

Describe Your Duties \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ May We Contact This Employer? Yes  No

\_\_\_\_\_ If No, Please Explain \_\_\_\_\_

Full Time \_\_\_\_\_ Part-Time \_\_\_\_\_

Your Job Title \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Company Name \_\_\_\_\_ Employed (Indicate Month, Day and Year)

Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Annual Salary  
Start \_\_\_\_\_ Last \_\_\_\_\_

Describe Your Duties \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ May We Contact This Employer? Yes  No

\_\_\_\_\_ If No, Please Explain \_\_\_\_\_

Full Time \_\_\_\_\_ Part-Time \_\_\_\_\_

Your Job Title \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Company Name \_\_\_\_\_ Employed (Indicate Month, Day and Year)

Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Annual Salary  
Start \_\_\_\_\_ Last \_\_\_\_\_

Describe Your Duties \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ May We Contact This Employer? Yes  No

\_\_\_\_\_ If No, Please Explain \_\_\_\_\_

Full Time \_\_\_\_\_ Part-Time \_\_\_\_\_

**Additional Skills**

State any additional information you feel may be helpful to us in considering your application.

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Indicate any professional licenses or certificates, license numbers, their expiration dates and issuing agency.

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**Professional References:**

List the name, title, contact information, and relationship of at least three references who are not related to you.

Name	Title	Contact Information	Relationship

**Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge.

I understand that an investigation of all statements contained in this application for employment will be conducted, to include at a minimum: personal and business references; employment history; education/technical training; and military service. If a conditional offer of employment is extended, I understand that my hiring may be contingent upon successful completion of job-related testing, a medical examination, an alcohol and drug screening, a criminal background investigation, and a motor vehicle report. I understand that for Certified Police Officer positions, a psychological examination is also required. I agree, upon request, to sign all necessary authorization and consent forms.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**THIS APPLICATION FORM MUST BE COMPLETED IN FULL, SIGNED AND DATED.**



