

Job Posting

Date: November 12, 2014

To: Public at Large

From: Human Resources Department

RE: **Job Posting – Maintenance Aide**

The Biloxi Community Development Corporation is seeking experienced and qualified applicants for the position of Maintenance Aide.

OPEN DATE: November 12, 2014

CLOSE DATE: November 30, 2014

Summary Description:

Performs a variety of maintenance tasks at assigned housing developments with minimal supervision. May work independently or be assigned to a crew of workers. Will be assigned to specific functions and duties requiring power and/or hand tools to perform general maintenance, painting, and apartment turn around maintenance.

Qualifications and Knowledge:

High school graduate or GED required. Four (4) year's experience in building maintenance or vocational training or experience in areas of carpentry, plumbing, painting, and electrical repairs.

Successful candidate must pass a pre-employment criminal background, drug screening and motor vehicle background check.

Must have a valid MS driver's license.

Eligibility for coverage under fleet auto fleet.

A Biloxi Community Development Corporation completed application(available on our company's website www.biloxihousing.org) a cover letter and resume' will be accepted through the above mentioned date and **MUST BE** submitted via U. S. Mail or Hand-Delivery **ONLY** to the attention of Shannon Hebert, Human Resources Officer 330 Benachi Avenue Biloxi, MS 39530. Any and all other submissions will be disqualified.

The above statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.

The Biloxi Community Development Corporation is an Equal Opportunity Employer. We consider applicants for all positions with regard to race, color, sex, national origin, age, marital status, disability, or and other legally protected status.