

HUDSPETH REGIONAL CENTER



Jerrie T. Barnes, M.Ed.
Director

100 Hudspeth Center Dr.
Post Office Box 127-B
Whitfield, Mississippi 39193

(601) 664-6000
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To: All Departments
From: Chuck Oconner - Maintenance Director
Date: March 10, 2025
RE: Job Vacancy – Maintenance/Grounds Manager

CLASSIFICATION: Maintenance/Grounds Manager

SALARY: \$43,509.31 - \$59,390.21 Annually

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma); **AND** Four (4) – Six (6) years of experience in semi-skilled work.

Job duties include but not limited to:

- Administrative and supervisor work involving planning, supervising, inspecting, and coordination of maintenance services for HRC Campus buildings and Group Homes/Workshops.
- Oversees general maintenance including HVAC, plumbing, carpentry, and light electrical.
- Coordinates and works with other interdepartmental directors in the repair and maintenance of buildings/cottages and group homes/workshops.
- Ensures work orders are acted upon promptly.
- Supervises subordinates who are responsible for the operation, maintenance, and improvement within their respective fields; namely, buildings, utilities, and property accountability.
- Evaluates the performance of maintenance personnel on a continuing basis.
- Inspects, personally or through assistants, buildings with a view of issuing maintenance orders for repairs, upkeep, and elimination of fire hazards.
- Estimates material and supplies needed for maintenance and repair.
- Presents recommendations of needed repairs to Maintenance Director with information concerning costs or expenses for needed maintenance repairs.
- Performs related or similar duties as required or assigned.
- Provides supervisory leadership to the Maintenance Department.
- Provides on-site inspections of on-going construction projects both contractual and in-house.
- Assist Maintenance Director with developing current and long range plans to ensure adequate facilities.
- Assist Maintenance Director with the development of budget needs for the department.

Applicants must be eligible to drive a state vehicle - have personal liability car insurance, a valid driver's license, and a good driving record.

Upon contingent employment offer, employees must complete a background check, pre-employment drug test, and submit proof of COVID-19 vaccination or accommodation request.

Applications will be accepted through Friday, March 21, 2025. Any candidate who is called for an interview must notify Chuck Oconner in writing of any reasonable accommodation(s) needed prior to the date of the interview. If interested please contact Chuck Oconner, 601-664-6382.

THE STATE OF MISSISSIPPI/HUDSPETH REGIONAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER

“A DEPARTMENT OF MENTAL HEALTH FACILITY”