

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Foreman (Carpenter) #1068

ANNOUNCEMENT NO. 003-2016

SALARY: WS-213 / Minimum \$27,019 / Maximum \$55,307 annually

LOCATION: LANG-CB, Camp Beauregard, Pineville, Louisiana

OPEN: 8 January 2016

CLOSE: 22 January 2016

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Active Military Soldiers; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Possess master knowledge and understanding in the carpentry field. Ability to organize and prioritize work orders for short range and long range planning requirements. Possess solid knowledge in the maintenance of all carpentry shop equipment.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a CAC Card. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. **POSITION DESCRIPTION:** Understand standard operating procedures, organizational policies, and be familiar multiple facilities. Create accurate materials take off list, with item numbers and prices for ease of ISIS preparation. Read and interpret blueprints, architectural drawings, and schematics for construction and fabrication projects. Be proficient using and maintaining all carpentry shop equipment. Train subordinates in the safe operation and maintenance of shop equipment. Assist contractors with construction, installation, maintenance, repairs, and preventive maintenance. Basic understanding of concrete work, welding, dry-wall installation, painting, plumbing, and electricity. Supervise an offender work crew with up to six offenders, IAW LAARNG and DOC rules and regulations. Schedule job orders to obtain best production rate of a work day. Control, secure, inventory, clean, and dispatch tools, materials, and equipment. Continue self-progression in the Carpentry field. Attend Schools, classes, seminars, and meetings as required. Work with minimal guidance, instruction, or supervision. Accessible after normal duty hours, weekends, and holidays as required. Represent the Facility Engineers through M-Day status with training site. Operate computer with MS Windows operating system and Microsoft Office software. Create and submit ISIS request forms, order and pick up requested material. Completion of SHARP training and fosters sexual harassment free environment. Complete all LMD training required annually. Performs other duties as assigned.

5. **APPLICATION PROCEDURES:** All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2015/10/LMD-H-Form-10-State-Application-1.pdf>** Application(s) must be submitted to LMD Human Resources by the close date, no later than 4:00 p.m.

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