

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Coordinator (HAZMAT Disposal) -*Temporary
3 Positions

ANNOUNCEMENT NO. 012-2016

SALARY: AS-616 / Minimum \$33,904 / Maximum \$71,344 annually

LOCATION: LANG-CM, Minden, Louisiana

OPEN: 21 January 2016

CLOSE: 3 February 2016

****Temporary – 18 Month Appointment – Earns Leave/Benefits.***

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:** Duties require individual to work near or in close proximity to explosive materials. Will be required to attend and acquire a Louisiana State Police Explosives Handler License. Must have computer skills with a working knowledge of Microsoft Office. Duties require individual to work after hours and on weekends in accordance with scheduled shift work.

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:** Responsible for monitoring and coordinating contractor activities as it relates to handling, movement accountability and disposal of M6 Propellant and Clean Burn Igniter, to include any associated packaging material. Specific duties include: Verifies daily disposal of M6 Propellant and Clean Burning Igniter. Approves all material weigh tickets. Monitor and document all off-site shipments. Coordinates traffic control activities with Force Protection. Documents and records any work delays (weather delays, material, equipment, etc). Storage magazine key control. Coordinate magazine door maintenance as required. Coordinate magazine storage area road maintenance as required. Coordinate with other commercial tenants regarding explosive material movements (BST and East Camden). Coordinate grounds maintenance requirements as required. Frequent storage magazine inspections. Completion of SHARP Training and fosters sexual harassment free environment. Complete all LMD mandatory and annual training requirements. Perform 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 the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

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