

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Superintendent (Range Operations) #89858

**ANNOUNCEMENT NO.** 052-2016

**SALARY:** WS-215 / Minimum \$30,930 / Maximum \$63,315 Annual Salary

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

**OPEN:** 14 June 2016

**CLOSE:** 28 June 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 Military Members; (3) those eligible for Louisiana State Guard Membership.

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

a. **SPECIFIC:** Must possess a comprehensive knowledge of all range operations and policies. Possess knowledge of Time and Attendance policies and procedures to maintain state payroll. Possess knowledge in accounting for time on Time Tickets for Federally reimbursed employees such as SRM and RTLP. Possess the ability to work with little to no supervision. Must maintain a valid driver's license and attend State Employee Driver Training Class. Must attend an approved Department of Corrections Offender Supervision Class within the first six months of employment. Must possess a working knowledge of computer and networking systems. Must have the ability to process ISIS101's and DA Form 3953's.

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

c. **OTHER REQUIREMENTS:** The LA 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:** Plans, coordinates, supervises and directs day-to-day range and training area maintenance activities. Supervise and monitor the Range Safety Program to include safety training, driver/operator qualifications, new employee orientation, building inspections, SDS Program, and the environmental program for Camp Beauregard Range Control. Provides input for long-range plans and programs to ensure facilities are forecasted and provided in a timely manner. Provide customer service to units/organizations inquiring about resource availability. Determines work assignments and governs subordinates pertaining to the maintenance, troubleshooting, repairing automated and non-automated ranges, support buildings, and training areas. Monitor RFMSS and ensure ranges and training areas are ready for units and organizations to utilize. Coordinate, as required, with installation facilities engineers for maintenance of ranges and training facilities to provide safe operating conditions. Possess a working knowledge of computer and networking systems and the ability to process information. Possess a comprehensive knowledge of all range activities to include safe operation of grounds keeping equipment, heavy equipment, and facility maintenance practices. Must track equipment maintenance, fuel consumption, and usage to ensure adequate supply. Safely train subordinate personnel on daily activities. Must be available to report for duty for state and federal emergencies. Assists the Range Control Officer and the Range NCO in monitoring and establishing a funding execution plan with RTLP and ITAM budgets. Coordinate with local EOD, environmental, installation safety, and other involved staff organizations for clearance of specific UXO on a case-by-case basis as dictated by mission requirements. Coordinate with state forestry personnel on land maintenance, timber acquisition, and prescribed burns of training areas. Coordinate impact area closures with Wildlife Management Area (WMA) Agents. Ensures grounds and roadway maintenance is performed on all ranges, bivouac sites, helicopter landing zones, training areas, maneuver lanes, thru access roadways, fire breaks, unimproved roadways, and property lines. Report to work on time, dress IAW LMD SOP, personal hygiene IAW LMD SOP and follow all the regulations and SOPs for the area working in. Must attend/complete all mandatory LMD Training (Ethics, SHARP, Suicide Prevention, etc.) and foster a sexual harassment free environment. 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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