

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Manager (Engineering Admin) #144595

**ANNOUNCEMENT NO.** 084-2016

**SALARY:** TS-310 / Minimum \$34,216 / Maximum \$68,099 Annual Salary

**LOCATION:** LA Military Department, LANG-ANG, Belle Chasse, Louisiana

**OPEN:** 22 September 2016

**CLOSE:** 14 October 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 have thorough working knowledge of Windows 7, Microsoft Office, including but not limited to Word, Outlook, PowerPoint, Excel, Access, other software, AutoCAD, GPS and GIS Software. Minimum qualifications: Seven years of sub-professional engineering experience. College training may be substituted for a maximum of four years of the required experience on the basis of 30 semester hours for one year of experience provided that six semester hours of each 30 is in these specialized fields: architecture, cartography, construction management, construction technology, drafting, engineering, engineering technology, industrial technology or landscape architecture. Full-time training in sub professional engineering from a trade school or technical institute may be substituted for the required experience on a month-for-month basis for a maximum of one year of experience. Completion of a two year course of study in a sub professional engineering curriculum from a trade school or technical institute may be substituted for two years of the required experience. A Baccalaureate Degree in engineering, engineering technology, construction management or construction technology may be substituted for five years of experience. Possession of an engineer intern certificate may be substituted for six years of the required experience. Military AFSC 3E571 (Engineering) or equivalent plus six years may be substituted for experience.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (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. Must complete SHARP Training and foster sexual harassment free environment. Complete all LMD training requirements annually.

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:** Performs inspections and evaluations of contract projects. Functions as the Contracting Officer Representative (COR) on construction projects. Checks for compliance with approved civil engineering rated performance work statements on plans and specifications. Uses appropriate Quality Assurance actions to correct noncompliance and prepares inspection reports. Maintains the Automated Civil Engineering System Database (ACES) and the Integrated Engineering Management System (IEMS). These are the hub databases for all of civil engineering design, construction and real property accountable records. Keeps record of project status and prepares monthly construction progress reports. Responsible for forwarding the proper documentation to Real Property for capitalizing real property assets. May be responsible for assigning project numbers; generating required correspondence on engineering, real estate, construction and other projects based on requests submitted through authorized channels; entering project numbers in computer system; entering and verifying bid amounts on items from proposals received from contractors for construction projects. Researches information on old and current project numbers, plans and other engineering data using computer and old hardcopy records. Develops preliminary cost estimates and statements of work and specifications with supervision from above. Determines quantity of materials to be used and prepares detailed cost estimates from standard pricing data. Prepares special purpose maps and charts; prepares the design and layout of special public works related publications, graphic layouts, layout maps, and other visual aid materials using AutoCAD, GIS and GPS data. Attends pre-design conferences for the purpose of assimilating and evaluating concepts, requirements and data related to the aesthetic and function of the proposed structure. Ensures all projects meet all Environmental, EPA and LEED compliance requirements as necessary. Provides direct assistance to develop and maintain environmental plans and policies per State, Federal and Air Force regulations. Prepares facility surveys. Conducts site location surveys and preliminary engineering inspections and investigations under field conditions. Plans and designs site layouts, considers factors such as topography, soils and survey data. 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.

Ms. Stephanie Decquir  
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