

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Technician (Auto/Grounds) – *Temporary

ANNOUNCEMENT NO. 102-2016

SALARY: WS-213 / Minimum \$1,311.20 / Maximum \$2,127.20 bi-weekly salary

LOCATION: LA Military Department, LANG-JB, Jackson Barracks, New Orleans, Louisiana

OPEN: 4 November 2016

CLOSE: 18 November 2016

**Temporary Appointment - Three Months (possible extension). Expires upon return of permanent employee. No Leave. No 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 Military Members; (3) those eligible for Louisiana State Guard Membership.

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

a. **SPECIFIC:** Must have experience in automotive and small engine repair. Must be able to make minor repairs to equipment and perform user maintenance necessary to keep equipment in clean, good working order. Knowledge of the use of power tools and diagnosis test machines. Must possess excellent team building skills. Must have effective verbal and listening communication skills. Must be honest, trustworthy, respectful, flexible and demonstrate sound work ethics. Must be able to operate material handling equipment (MHE).

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 a variety of grounds maintenance services to include operation/maintenance of grounds equipment and tools. Supports other post support sections where required or directed by the Installation Commander or Post Sergeant Major. Maintains Installation grounds, flower beds, road medians, fence lines and trees. Performs Groundskeeper duties such as weed eating, weeding and mulching flower beds, pruning/trimming hedges and shrubs, planting, trimming and removal of trees. Edge and keeps all drainage systems open and gutters clean/free of debris. Blow and vacuum leaves. Pressure wash buildings, facades, sidewalks and streets. Maintains and services all equipment assigned to Grounds Maintenance Shop. As directed by Logistics Supervisor, performs routine automotive and small equipment repairs (i.e. engine tune-ups, oil and filter changes, lubrication and replacement of hoses and drive belts, brakes and tire repair, etc.). Performs diagnostic evaluation/troubleshooting techniques on automotive and small equipment problems; either repairs problem or evacuates the equipment to outside source for repair. Coordinates with FMS Camp Villere for the maintenance and repairs of all Federal equipment assigned to Jackson Barracks/Camp Villere. Must attend/complete all mandatory LMD Training (Ethics, SHARP, Suicide Prevention, etc.) and foster a sexual harassment free environment. 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 the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

Ms. Stephanie Decquir
LMD-HR (Jackson Barracks) P.O. Box 440, Chalmette, La. 70044
E-mail: stephanie.a.decquir.nfg@mail.mil
Office: (504) 278-8547
Fax: (504) 278-8020