

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Superintendent (Building Maintenance) #1137

ANNOUNCEMENT NO. 106 -2016

SALARY: WS-215 / Minimum \$30,930 / Maximum \$63,315 annual salary

LOCATION: LA Military Department (LANG-CB) Camp Beauregard/Esler, Pineville, Louisiana

OPEN: 10 November 2016

CLOSE: 28 November 2016

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.

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 solid knowledge and understanding grounds keeping, heavy equipment usage, and equipment maintenance. Must have the ability to organize tasks and prioritize duties for preventive, routine and grounds maintenance tasks. Must possess a solid working knowledge of maintenance trade activities such as: Electrical, HVAC, Carpentry and Plumbing. Must possess a comprehensive knowledge of all airfield operations and policies. Must be able to work with minimal guidance, instruction or supervision. Must have ability to read and understand regulations and directives. Must be able to determine scope of work from verbal instructions. Must have knowledge of Time and Attendance policies and procedures to assist in maintaining State Payroll. 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 possess the ability to make purchase requests via state processes. Must be comfortable working near firearms and on firing ranges.

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 may 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. Must attend/complete all mandatory LMD training (Ethics, SHARP, Suicide Prevention, etc.) and fosters sexual harassment free environment.

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: Assign, direct and delegate employees and two (2) offender work crews to execute grounds maintenance, work orders and projects at Esler Airfield and Camp Beauregard Range Control. Perform a variety of grounds maintenance services which include operation and maintenance of grounds equipment and tools including, but not limited to tractors, front end loaders, dozers, back hoes, augers and bush hogs (ranging from 6 to 20 feet). Grounds maintenance includes, but is not limited to, maintaining un-improved surfaces such as airfield access and range roads and roads supporting training efforts in the training area (ditching, grading, shaping and covering such roadways), trench and dig drainage ditches, placement of rip rap, grass seed, matting and various other methods of erosion control for the airfield. Maintain drainage systems and keep them clean and free of debris. Prepare bills of material and pick up material for projects within the airfield and range training area. Interpret work required from service orders, scopes of work and project blueprints for oversight on the project and for onsite quality control. Ensure Esler Airfield runway and taxi-way lighting is monitored and maintained by assigned employees. Submit purchase requests and quotes to maintain on hand supply of materials needed. Ensure the Esler Field oxidation pond (daily chlorine tablets, bi-weekly vegetation control and quarterly fence line clearing) is monitored and maintained by designated employees and keep it inspection ready at all times. Execute general facility maintenance and repair tasks, to include minor electrical, carpentry, plumbing and HVAC. Ensure employees maintain a clean work site and perform maintenance on and service all equipment assigned to the Esler Field maintenance shop. Maintain required reports, labor time tickets, vehicle maintenance records and various other reports as required. Must have the ability to operate commercial radios. Must attend scheduled safety meetings, classes and schools assigned by supervisor. Demonstrate strong communication skills interacting with organizational personnel, tenants and contractors. Attend schools, classes, seminars, training and meetings as required. Support the Louisiana Military Department (LMD) during civil or natural emergencies to assist with operations/maintenance requirements. General duties and responsibilities as an LMD employee consist of the following: Attend all mandatory meetings, report to work on time, dress IAW SMD SOP, personal hygiene IAW SMD SOP and follow all the regulations and SOPs for the area working in and complete all required training. 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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