

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Trades Helper (Electrical) -*\*Part-Time* #50311727      **ANNOUNCEMENT NO.** 093-2017

**SALARY:** WS-210 / \$14.00 hourly

**LOCATION:** LA Military Department (LANG-GL), Gillis W. Long Center, Carville, Louisiana

**OPEN:** 7 July 2017

**CLOSE:** 25 July 2017

*\*Part Time Employment is employment of no more than 20 hours per week, paid hourly, accrue sick and annual leave at reduced rate, but receive no other benefits (i.e. insurance or retirement). No Overtime allowed.*

**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>

**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:** Ability to work and communicate effectively with peers, superiors, subordinates, agency personnel and the public. This position does not require electrician license or certification.

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. Must 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:** Serves as Trades Helper/Electrician/HVAC under the general supervision of the Utilities Superintendent. Maintain, repair and alter the following equipment: Air Conditioning units, window units, walk-in coolers, deep freezer units (commercial and domestic) refrigerators, forces air heating units, ovens, refrigerators, stove and water coolers. Perform assignments orally or through written work requested with instructions as to how the work is to be accomplished. Perform diagnostic and testing; and major overhaul of equipment. Install duct work, insulation of refrigerator lines and other equipment when necessary. Maintain and repair heating, ventilating, air conditioning refrigeration equipment in buildings or complexes requiring total HVAC capacity of 20 tons or more. Perform preventative maintenance duties on motors, adding coolant, adjusting controls, changing filters, etc. Maintain and recharge air conditions systems with the proper amount of lubricant and Freon. Maintain, overhaul and repair pumps, motors, control systems, piping and other equipment used in refrigerating and air conditioning systems. Perform routine checks on the temperature of air conditioning and refrigeration units by reporting the temperatures. Assist periodically in other craft areas outside the scope of the regular position description to include: Service under the direction of the unit Supervisor when performing these duties, perform routine inspection of sewer lift stations and respond to and reset fire alarms. Other duties include the following: Must maintain and wear all safety related equipment and/or report any violations or deficiencies. Must use energy conservation measures and ensure that these measures are taken daily before leaving the job site. Maintain accountability of all equipment and/or ensure data cards are up to date. Maintain and practice good environmental protection measures. Must respond to tenant requests with professionalism and courtesy. Must inform the supervisor of all telephone and address changes. 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/2016/10/LMD-H-Form-10-State-Application-pdf-10-25-2016NEW.pdf>.** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

Carol Hadley  
LMD-HR, 5445 Point Clair Road, Carville, La.  
E-mail: [carol.m.hadley.nfg@mail.mil](mailto:carol.m.hadley.nfg@mail.mil)  
Office: (225) 319-4814  
Fax: (225) 319-4772