

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** \**Part-Time* -Technician (Maintenance) #50366483      **ANNOUNCEMENT NO.** 113-2017

**SALARY:** WS-211 / Minimum \$11.35 hourly

**LOCATION:** Youth Challenge Program (YCP-CB), Camp Beauregard, Pineville, Louisiana

**OPEN:** 2 August 2017

**CLOSE:** Open Until Filled

*\*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 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:** Proficient in the use of various hand and power tools as well as assorted multi-meters, etc. Basic plumbing, electrical, and carpentry skills required. High School Diploma or equivalent required.

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 foster a 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:** Reviews work orders to determine whether repair can be supported internally or if it requires a vendor. Forwards and tracks work orders submitted to vendors. Coordinates with other staff to schedule and setup repairs so that it does not conflict with YCP activities. Provides status of repairs to supervisor as they progress/finish. Troubleshoots, assembles required materials for and repairs routine plumbing failures. Troubleshoots, assembles required materials for and repairs routine electrical failures. Replaces light bulbs and fixtures in YCP buildings and hallways as required. Replaces damaged HVAC return vents, FRP panels and other carpentry work in the barracks as required. Troubleshoots, purchases required repair parts, and installs parts required to maintain golf carts, washers, dryers, and DFAC equipment. Installs floor tiles in barracks as required. Procures material for, prep and paint projects requiring paint. Assists in supply functions such as clothing measurement, clothing issue, trouser turn-in for laundry and linen exchange when requested. 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.

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