

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Technician (Carpenter/Maintenance) #184478 **ANNOUNCEMENT NO.** 153-2017

SALARY: WS-210 / Minimum \$22,069 / Maximum \$45,136 annually

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

OPEN: 5 October 2017

CLOSE: Open Until Filled

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 have general knowledge of all trades and construction procedures. Working knowledge of general maintenance and repairs to buildings, appurtenances, infrastructure and grounds. Must have the ability to read and interpret blueprints and shop drawings. Must be able to operate trucks up to two tons and forklifts in performance of duties. Must be able to work independently to meet established deadlines and objectives.

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. 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. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public. Must complete SHARP Training and all LMD annual training requirements. Must adhere to the Code of Ethics 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: Perform journeyman carpentry work under the general supervision of the Carpenter Foreman. Construct, repair and modify various wooden products and wood substitutes, venetian blinds and shades, broken window panes, window sills, screen doors, windows, towel racks, hat racks, rocking chairs and various other pieces of furniture. Install and/or replaces floor tile, laminate, VCT and linoleum. Install laminated plastic on counter tops and shelves. Adjust and/or replace doors. Construct crates for shipping. Build shelves in closets, tables, stand, etc. Construct forms for pouring concrete, installs reinforcing metals, places concrete and finished slabs. Sand, finish, refinish varnished and stained furniture and other finished articles of wood. Construct all manner of detailed carpentry projects from shop drawings, layouts, surveys or blueprint. Implement layouts of necessary alterations for the installation of new equipment. Comply with OSHA and other safety requirements. Drive trucks up to two tons and forklifts in performance of duties. Assist in other crafts outside the scope of his regular duties. Perform other duties as assigned, to include the following: Maintain and wear all safety related equipment and/or report any violations or deficiencies. 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
Office: (225) 319-4814
Fax: (225) 319-4772