

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Operations Manager #125222

ANNOUNCEMENT NO. 168-2017

SALARY: WS-216 / Minimum \$33,093 / Maximum \$67,746 annual salary

LOCATION: LA Military Department (CFMO), Minden, Louisiana

OPEN: 9 November 2017

CLOSE: 22 November 2017

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:** General understanding/knowledge or experience in Construction Project Management, Facility Maintenance Management and Louisiana State Procurement Procedures and Regulations. Must have organization skills, verbal and written communication skills. Must possess thorough working knowledge of Microsoft Office Programs (Word, Powerpoint, Excel, Outlook, etc.). Ability to work and communicate clearly verbally and in writing. Must have the ability to work and communicate effectively with peers, superiors and subordinates. Travel will be 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) 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: Responsible for all maintenance and repair request for Real Property at Readiness Centers and Field Maintenance Shops (FMS) throughout Region 6 (North West LA Parishes – Caddo, Bossier, DeSoto, Red River, Bienville, Webster, Claiborne, Lincoln). Complete processing, repository and issue resolution for ISIS 101's for materials and services at Facilities throughout Region 6. Follow all State Procurement Laws when making purchases for materials only, and for labor and material request. Conduct follow-ups and coordinate with State Purchasing Agents to ensure procurement actions/encumbrances are reconciled and closed out. Maintain and document all procurement and warranty information following the Manager Internal Control Program (MICP) for document control and audit purposes. At a minimum, conduct monthly site visits at all facilities following the Organizational Inspection Program (OIP) guidance for facility maintenance. Utilize information to develop, prioritize and complete maintenance and repair actions at each location. Action all emergency repair request within 24 hours of notification from unit personnel. Establish and maintain communication with key unit personnel at Readiness Centers and FMS Shops throughout Region 6. Coordinate with CFMO Maintenance and Repair Team to fix and resolve HVAC and electrical issues at Readiness Centers and FMS Shops within Region 6. Participate in weekly or monthly progress meetings as directed. 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.

Wenda Harding

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