

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Superintendent (Construction) #188306

ANNOUNCEMENT NO. 023-2018

SALARY: WS-218 / Minimum \$44,491 / Maximum \$79,789 annually

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

OPEN: 1 February 2018

CLOSE: 15 February 2018

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. Leadership training is required. Must be able to work with minimal guidance, instruction or supervision. Must have working knowledge of Windows and Microsoft Office.

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. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public.

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 attend/complete all LMD annual training and other training required for the position. 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:** Serves as the Supervisor for the Manager (Production Control, Plumbing Shop, Carpenter Shop, Paint Shop, Key Shop, Trades Helper/Procurer Specialist and the Plans & Design Supervisor). Install, maintain and repair all Plumbing, Carpentry and Painting items. Determines work assignments according to the Commander's priorities. Implement, layout and install all necessary alterations for the installation of new equipment. Construct, repair, alter and maintain buildings and structures. Operate, maintain and repair of production, treatment, distribution and collections systems. Inspect work in progress and upon completion for compliance with standards. Performs Foreman/Journeyman level work in times of urgency. Maintains preventative maintenance programs for inspection and repairs to buildings, structures, systems and equipment to include: Implement preventative maintenance on all equipment and maintain accurate records for compiling data. Maintain cost estimates of labor and materials. Inspects Facility and develops Scopes of Work for repairs and routine maintenance. Request supplies and equipment. Complete time, work and maintenance reports. Assists employees in troubleshooting and analysis of equipment breakdown and repairs. Performs all usual supervisory functions to include: Conducts employee counseling sessions on Supervisors. Set performance standards. Evaluate performance of subordinates. Handle disciplinary matters. Approve leave, training, time absentees, etc. 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.

Ms. Carol Hadley
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