

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Maintenance Man (Grounds) -*Temporary **ANNOUNCEMENT NO.** 025-2018

SALARY: WS-211 / Minimum \$1,065.60 / Maximum \$1,911.20 Bi-weekly

LOCATION: LA Military Department, LANG-JB, New Orleans, Louisiana

OPEN: 2 February 2018

CLOSE: 16 February 2018

****Temporary Appointment: Expires upon return of permanent employee. Earns Leave; No Benefits.***

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:** Minimum 1 year experience in grounds maintenance. Perform functions such as operating equipment used in grounds maintenance including tractors, weed whips, mowers, hand & power tools, etc.; and adhering to safety practices. Excellent team building skills. Effective verbal and listening communication skills. Must be honest, trustworthy, respectful, flexible and demonstrate sound work ethics.

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:** Provide the Jackson Barracks Installation Commander with groundskeeper maintenance. Performs a variety of grounds maintenance services to include operation/maintenance of grounds equipment and tools. Supports other post sections when required or directed by the Installation Commander or Installation Command Sergeant Major. Critical position for Installation Commander and incumbent is subject to tours of duty outside normal duty hours. Maintain installation grounds, flower beds, road medians, fence lines and trees. Perform grounds keeper duties such as weed eating, weeding and mulching flower beds, pruning/trimming hedges and shrubs, trimming trees, designing and installing landscaping scenery. Edge and keep all drainage systems clean and free of debris. Maintains and services all equipment assigned to ground maintenance shop. Performs special installations and community beautification projects. Receives and completes assigned work orders from the grounds manager. Blow and vacuum leaves. Performs post garbage pickup daily and pressure washes buildings and side walk as needed. 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. Stephanie Decquir
LMD-HR (Jackson Barracks) P.O. Box 440, Chalmette, La. 70044
E-mail: stephanie.a.decquir.nfg@mail.mil
Office: (504) 278-8547
Fax: (504) 278-8020