

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Technician (HVAC) #125482

ANNOUNCEMENT NO. 068-2018

SALARY: WS-212 / Minimum \$29,640 / Maximum \$53,165 annually

LOCATION: LA Military Department, LANG-CB, Camp Beauregard, Pineville, Louisiana

OPEN: 17 April 2018

CLOSE: 1 May 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:** Possess solid knowledge and understanding in the areas of HVAC maintenance tasks. Ability to organize tasks and prioritize duties for preventive, routine and emergency HVAC maintenance tasks. Possess a solid working knowledge of other construction and maintenance trade activities, like plumbing and electrical, etc. Accessible after normal duty hours, weekends and holidays as 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. 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:** Execute routine, preventative and emergency HVAC work orders. Grasp organizational policies, standard operating procedures and facility layout. Perform journeyman level work in HVAC tasks. Maintain and update the FE work order system on HVAC related items. Train offender work crew in the safe operation and maintenance of power and hand tools. Supervise and coordinate offender work crews IAW LAARNG and DOC rules and regulations. Develop bills of materials for HVAC work packages, work orders and projects. Read and interpret blueprints, schematics and shop drawings for construction and fabrication projects. Procure parts and materials within established guidelines. Control, secure, inventory and dispatch tools, materials, and equipment. Assist with HVAC related contractual services/projects and/or annual military training projects. Coordinate maintenance of electrical distribution systems with the local utility company. Serve as FE liaison for utility contractual services/projects and/or repairs. Capable of identifying minor electrical issues, and perform minor electrical repairs. Develop bills of materials for minor electrical work packages, work orders, and projects. Perform quality control and determine acceptability of work performed by offender work crews. Demonstrate strong communication skills interacting with organizational personnel, tenants, and contractors. Assist FE team members in trouble shooting and repairs of plumbing and electrical systems. Attend schools, classes, seminars and meetings as required. Work with minimal guidance, instruction or supervision. 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. Wenda Woolf
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