

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Technician (Maintenance) #98131

**ANNOUNCEMENT NO.** 034-2018

**SALARY:** WS-211 / Minimum \$27,706 / Maximum \$49,691 annual salary

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

**OPEN:** 23 February 2018

**CLOSE:** Open Until Filled

**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:** Must possess solid knowledge and understanding in the areas of plumbing, electrical and HVAC. Ability to organize tasks and prioritize duties for preventative, routine and emergency maintenance tasks. Possess a strong working knowledge of other construction and maintenance trade activities (carpentry, masonry, etc.). Knowledge of Microsoft Office Programs. Must be able to work with minimal guidance, instruction or supervisor. Accessible after normal duty house, 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 grounds maintenance work orders and projects on Camp Beauregard Cantonment. Grasp organizational policies, standing operating procedures and facility layout. Assign, direct and delegate work orders and projects in the areas of grounds maintenance. Train subordinates in the safe operation of zero turn mowers, weed-eaters and equipment operation. Supervise and coordinate (4) offender work crews IAW LAARNG and Department of Correction Rules and Regulations. Serve as Assistant Environmental Compliance Officer for the Facilities Engineer Section and execute facility compliance tasks. Develop bills of materials for work orders and projects. Read and interpret mechanical schematics and shop drawings for equipment repair and fabrication projects. Resources and procure parts and materials within established guidelines. Control, secure, inventory and dispatch tools, materials and equipment. Maintain equipment maintenance preventative and maintenance logs. Perform quality control and determine acceptability of grounds maintenance work and projects. Demonstrate strong communication skills interacting with organizational personnel, tenants and contractors. Attend schools, classes, seminars and meetings as required. 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.

SFC (Ret) Theresa Walker / Wenda Woolf  
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