

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Foreman (Fleet Maintenance) #50392881

ANNOUNCEMENT NO. 131-2018

SALARY: WS-213 / Minimum \$31,720 / Maximum \$56,888 annually

LOCATION: LA Military Department, LANG-CM, Minden, Louisiana

OPEN: 15 August 2018

CLOSE: Open Until Filled

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 maintain a working knowledge of Microsoft Office Programs (Word, Outlook, Power Point, Excel, etc).

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: Develop and manage a preventative maintenance program for the Camp Minden fleet which includes scheduled checks and services on vehicles, mowers, tractors and light construction equipment. Perform routine to complex inspection and maintenance on vehicles and a variety of CMTS equipment, including repair and replacement of worn parts, fluids, filters, brakes and tires. Manage the inmate workforce assigned to the Facilities Engineer Maintenance Shop within the guidelines of the cooperative endeavor agreement between LMD and the local Sherriff's Department. Assist Supervisor in prioritizing, scheduling and assigning work; oversee and inspect work for proper completion. Perform vehicle maintenance to the CMTS and LMD standards. Diagnose all phases of vehicle and equipment repair to include mowers, tractors, and construction equipment. Orders parts; picks up parts from vendors as needed. Remove, clean, repair, reinstall and adjust vehicle components. Test drive vehicles and equipment to ensure proper working conditions. Manage an inmate grounds maintenance crew for mowing per the guidelines within the cooperative endeavor agreement between LMD and the local Sherriff's Department. Ensure work orders are completed accurately and actioned within a reasonable amount of time. Select an appropriate course of action for repairs and knowing when to out-source repairs beyond local capabilities. Evaluate completed work prior to release, seek Supervisor approval where required. Perform road calls and emergency services as necessary. Move vehicles safely between shop and work areas as required. Communicate professionally with customers, team members and supervisors. Actively participate in safety or educational training as required. Observe safe work methods and makes appropriate use of related safety equipment as required. Perform complex or emergency duties as necessary in accordance with LANG All Hazards Plan. 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 / Ms. Christina Grimmert
LMD-HR (Camp Beauregard), Bldg. 718 "E" St., Pineville, La. 71360
E-mail: wenda.a.woolf.nfg@mail.mil / christina.m.grimmert.nfg@mail.mil
Office: (318) 641-5392 / (318) 641-5394
Fax: (318) 290-5060