

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Manager (Facility Engineer) #184429

**ANNOUNCEMENT NO.** 162-2018

**SALARY:** AS-620 / Minimum \$55,557 / Maximum \$109,325 annually

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

**OPEN:** 16 October 2018

**CLOSE:** 30 October 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:** Minimum of an Associate's Degree; Bachelor's Degree preferred. Two years of Budget experience. Construction background; specifically the ability to develop scopes of work, read blueprints, submit bid proposals and provide quality control/assurance. Three years of Management experience; specifically supervising various construction administration and supply personnel simultaneously. Proficient in computer applications to include Microsoft Office (Outlook, Word, Excel, Powerpoint, Access, etc.). Must possess effective written and oral communication and interpersonal skills and ability to deal with all levels of personnel and the general public in a professional and effective manner.

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:** The Facility Engineer Manager manages all the maintenance and construction on the Installation. Manages and directs work schedules concerning electrical systems, water systems, sewer systems, storm drainage, roads and street, security lighting, HVAC systems, environmental compliance, energy management, carpentry, fire prevention systems, landscaping, grounds, equipment maintenance, gives projects progress reports, vehicle maintenance and work orders. Responsible for developing, maintaining and executing the master plan for the entire installation. Develops and maintains contracts and Annual Training Projects. Coordinates with CFMO and LMD for project funding, assist the Facility Maintenance Section at the Youth Challenge Program and ensures coordination between all contractors with minor construction, military construction and State Capital Outlay. Provides weekly reports on all crafts. Acquires Installation Commanders guidance and approval for all projects and provide and provides weekly updates. Provides management to all personnel in the Facility Engineer Section. Ensures maintenance is up to date and is prioritized according to the Commanders intent. Provides safety oversight on all operations concerning the crafts, power tools and protective gear management. Manages and oversees all maintenance and repair updates to all utility systems. Maintains all drawings and plans for the Installation. Must continue to update all plans according to new and remodeled construction. Required to certify as Level 2 in Supervisory Training according to LEO standards. Is the Damage Assessment POC for the Installation. Responsible for supporting all outsourced contracts. Approves, manages and prioritizes all 101's for FE section. Maintains the Installation Status Reports. Mandated to remain on the Installation for all emergencies. Manage, maintains and reviews employee Personnel Evaluation Reports (PERS) to ensure accuracy. Promotes safety programs concerning all phases of Gillis W. Long Center training and operations. Supports short and long term goals and objectives established by the Louisiana Military Department and the Adjutant General. Periodically works overtime and subject to work on off days on short notice. Must have the ability to develop scopes of work, read blueprints, submit bids proposals and provide quality control and assurance. Must continue to ensure the Installation is adhering to energy conservation measures. Oversight of sections when managers are absence. Resolves DHH violations and inquires. Performs as Emergency Manager. Take on the responsibilities of Production Control. Responsible for Architectural and Engineering Assessments for the Installation. Prepares Capital Outlay request including assessments, analysis of research. Designs and drafts plans and write specification for various in-house projects, conduct bid openings, supervise construction and develop punch list for outside contractors. Performs periodic surveys on the existing Installation and make suggestions to upgrade the Installation for future demands and energy conservation. Performs 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  
LMD-HR, 5445 Point Clair Road, Carville, La.  
E-mail: [carol.m.hadley.nfg@mail.mil](mailto:carol.m.hadley.nfg@mail.mil)  
Office: (225) 319-4814  
Fax: (225) 319-4772