

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITIONS: Manager (Solid Waste & Recycling) #50561284 **ANNOUNCEMENT NO.** 008-2019

SALARY: AS-616 / Minimum \$42,370 / Maximum \$83,408 annually

LOCATION: LA Military Department, CFMO, Camp Beauregard, Pineville, La.

OPEN: 10 January 2019

CLOSE: 16 January 2019

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:** Master's Degree in Business Administration and three years of related experience of which three must have been in a supervisory capacity; or Bachelor's Degree from an accredited four year college or university in Engineering, Architecture, Industrial or Construction Technology, Environmental Science or related field and four years of related experience of which two must have been in a supervisory capacity or Graduation from a standard four-year high school or GED and six years related experience of which three must be in a supervisory capacity. Proof of education (transcript or diploma) must be submitted with application. Proficient in computer skills with applications related to Business Systems development and database management. Must be able to perform the essential functions of the position. Demonstrate writing and oral communication skills capable of preparing and articulating detailed and complete statements of work (SOW) for public procurement.

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 position is responsible for the development and implementation of new solid waste recycling projects as well as supervision of existing programs with the objective of economically reducing the volume of solid waste requiring disposal for the Louisiana Army National Guard (LANG) throughout the State. Incumbent works under the direction of the facilities Supervisor and with the United States Property Fiscal Office, Purchasing and Contracting office. Has supervisory responsibility for recycling facility personnel and directs recycle employees, activities, and programs. Coordinates and oversees recycling and waste reduction programs throughout the LANG. Provides inventory control, storage, and distribution of recyclables and recycle equipment. Manages the Solid Waste Reporting System (SWR-web) to the U.S Army and tracks all construction demolition and debris. Ensures an adequate and accurate data base for measurement of recycling program performance and disposal of solid waste is established and maintained. Prepares, and manages the Installation Solid Waste Management Plan. Reviews reports to regulatory agencies prior to submittal to ensure accuracy and timelines (SWR-web). Coordinates with the Facilities Management Office, Facilities Supervisor, Installation Manger and the State Recycling Committee on all changes to the recycling program that might impact the recycling program. Prepares and reviews all contracts for solid waste disposal. Administers contractual arrangements for collection, transportation and sale of recoverable materials and all municipal solid waste generated by LANG. Supervises and participates in activities in all areas of solid waste reduction, including activities promoting participation in recycling, solid waste reporting and diversion. Assigns and oversees the work of Recycle Supervisors at Camp Beauregard. Evaluates individual performances and prepares performance appraisals. Maintains and collects data and prepares reports for the appropriate agencies; monitors budget and determines budget priorities; purchases materials, equipment and supplies; maintains records, logs, inventories, work request and writes reports and other correspondence as required. Coordinates with local municipalities and governing bodies for disposal and reporting of solid waste for all LANG facilities. 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.

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