

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Technician (Utilities) #184476

**ANNOUNCEMENT NO.** 013-2019

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

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

**OPEN:** 16 January 2019

**CLOSE:** 30 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:** Experienced in facility maintenance. Ability to read and interpret blueprints, schematics and shop drawings. Ability to supervise employees. Working knowledge and ability to operate computer with Microsoft software for scheduling work, reporting work performed, maintenance records and correspondence.

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. The successful applicant will be required to join the Louisiana State Guard as a condition of employment. Service in the Louisiana State Guard does not require the applicant to perform military training, periodic inactive duty (monthly drills), nor does it require deployment outside of the State of Louisiana. The applicant can expect that service in the Louisiana State Guard to be substantially the same as normal State Government working conditions.

4. **POSITION DESCRIPTION:** Serves directly under the supervision of the Utilities Superintendent. Maintain, repair and alter the following equipment: Air conditioning units, window units, walk-in coolers, deep freezer units (commercial and domestic), domestic refrigerators, forced air heating units, ovens, refrigerators, stove and water cooler. Perform assignments orally or written work requested with instructions as to how the work is to be accomplished. Perform diagnostic/testing and major overhaul of equipment. Install duct work, insulation or refrigerator lines and other equipment when necessary. Maintain and repair heating ventilating, air conditioning refrigerator equipment in buildings or complexes requiring total HVAC capacity of 20 tons or more. Perform preventative maintenance duties on motors, adding coolant, adjusting controls, changing filters, etc. Maintain and recharge air conditioning systems with the proper amount of lubricant and Freon. Maintain overhaul and repair pumps, motors control systems, piping and other equipment used in refrigerating and air conditioning systems. Perform routine checks on the temperature of air conditioning and refrigeration units by reporting the temperatures. Perform routine inspection of sewer lift stations, respond to and reset fire alarms. Assist periodically in other craft areas outside the scope of the regular Position Description to include service under the direction of the unit Supervisor when performing these duties. Electrician license or certification is not required. Must maintain and wear all safety related equipment and/or report any violations or deficiencies. Must use energy conservation measures and ensure that these measures are taken daily before leaving the job site. Maintain accountability of all equipment and/or ensure data cards are up to date. Maintain and practice good environmental protection measures. Must respond to tenant requests with professionalism and courtesy. Must inform the supervisor of all telephone and address changes. 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.

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