

# STATE VACANCY ANNOUNCEMENT

## LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Manager (Airport) #50317121

**ANNOUNCEMENT NO.** 039-2019

**SALARY:** TS-311 / Minimum \$44,845 / Maximum \$78,582 annually

**LOCATION:** LA Military Department, LANG-CB, Camp Beauregard, Range Control, Pineville, Louisiana

**OPEN:** 6 February 2019

**CLOSE:** 20 February 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:** Four years of experience in aviation, airport operations, airport construction, airport maintenance or administrative services (SUBSTITUTIONS: College training will substitute for the required experience on the basis of 30 semester hours for one year of experience). Must possess the ability to work with little to no supervision. Must possess the ability to work with Civilian, Federal, State, Government and Military Personnel. Access and ability to reference regulations associated with daily airfield operations.

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:** Manages the daily operations of an airport, coordinating the activities of Airport Maintenance and personnel that may be assigned to the airport. Supervises the activities of the airfield, ensuring that it is in compliance with Louisiana Department of Transportation and Development and the Federal Aviation Administration Rules and Regulations; and meets or exceeds DOTD and FAA standards. Assists in the administration of the airport. Surveys airport operations and corrects unsafe, inefficient, illegal or unsanitary conditions. Assists in the formulation of current and long-range programs, plans and policies for the airport. Participates in the development of safety procedures. Supervises and monitors the implementation of safety procedures to ensure compliance with agency standards and state and federal rules and regulations. Prepares and maintains records and reports for work orders, inventory records, special reports, payroll data, maintenance records, fuel spills and leakage reports. Supervises the preparation of safety records and reports of testing and inspections to meet agency standards, rules and regulations of the DOTD, FAA, associated petroleum industry and the Environmental Protection Administration. Conducts staff meetings and conferences with assistants to discuss operating problems, organization, budgetary matters, personnel matters, technical problems and the status of programs and projects. Selects and assigns staff, identifies staff development needs and assures that necessary training is obtained. Ensures collection of rents and any fees associated with the airport. Ensures that tenants comply with standards and regulations contained in lease agreements. Compiles information pertinent to negotiation of new lease agreements. Composes leases for the Installation Commander's signature. Receives and acts on complaints submitted by airport tenants. Reviews airport tenant activities for compliance with terms of leases and agreements. Issues official notices to pilots/airmen identifying any obstructions or changes to approaches or take-off patterns of the airport. Keeps abreast of all new construction projects and notifies authorities of interferences or danger to air traffic. Attends all meetings for the purpose of providing input and maintaining files while performing duties as liaison between Police Jury, the Installation Commander and the selected Engineering Firm of Pan American. Maintains records and minutes of all construction meeting and briefing; prepares agenda for scheduled meetings. Serves as liaison between the Louisiana National Guard and other Federal/State/Municipal Agencies, the general public and airport tenants. Develops and monitors budget recommendations for capital outlay, personnel services, equipment and materials. Assists in preparation and monitoring of the Capital Improvement Plan (CIP) to ensure the 5 year model meets State (DOTD) and Federal (FAA) requirements in order to ensure Esler Airfield's share of the entitlements. Monitors maintenance programs for compliance with established maintenance schedules and standards. Supervises maintenance personnel in maintaining proper administrative procedures, including setting up and keeping adequate records and files. Coordinates work by scheduling assignments and directing the work of subordinate supervisors. Coordinates operational needs for the airport with the Installation Commander, Facility Engineers, CFMO, FAA and the Police Jury. Formulates current and long-range programs, plans and policies for the airport. Coordinates airport construction and maintenance and other work by Facility Engineers, CFMO, tenants, public utilities and contractors. Maintains records, prepares reports and prepares correspondence relative to the airport operations. Meets with government officials, private industry officials, professionals and others on matters regarding the airport. Revises rules, regulations and procedures to meet changes in law or policy. Acts as On-Scene Commander in case of any airport-related emergency. Coordinates with the EPA on preventive measures to protect the environment from fuel spills. Participates in the development of safety procedures. Directs the clean-up of fuel spills. Coordinates with the EPA and other entities on preventive measures to protect the environment from fuel spills. 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  
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