

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Superintendent (Maintenance) #176630

ANNOUNCEMENT NO. 019-2020

SALARY: WS-217 / Minimum \$41,579 / Maximum \$74,568 annually

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

OPEN: 24 January 2020

CLOSE: 7 February 2020

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:** Possess a minimum of four years of experience in the building construction trades; maintenance or repair of mechanical equipment; building construction; building maintenance; or construction, maintenance or repair. Possess solid knowledge and understanding in the areas of HVAC, electrical and plumbing. Ability to organize tasks and prioritize duties for preventative, routine and emergency maintenance tasks. Possess a solid working knowledge of other construction and maintenance trade activities, like carpentry, masonry, etc. Must be able to operate a computer, copy machine and other electronic mediums with MS Windows Operating System and Microsoft Office Software. Must be able to read and interpret blueprints. Understand and be capable of building spreadsheets and data logs for maintenance requirements. Required to not have any medical conditions that would jeopardize life or property during operation of any piece of equipment. Required to perform Master Craftsman level work in HVAC, electrical and plumbing related tasks. No commercial license required. Required to lift more than 50 lbs. without difficulty. Accessible after normal duty hours, weekends and holidays as required.

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:** Assign, approve, prioritize and schedule Camp Beauregard Facility Management Work Orders. Develop bills of materials for work orders and projects. Receive materials and verify completeness and usability of materials. Train and oversee subordinate technicians in the safe operation of tools and equipment used to perform their duties. Grasp organizational policies, standard operating procedures and facility layout. Attend schools, classes, seminars and meeting as required. Develop minor Scopes of Work for the purpose of contracting work to be done on Installation by a contractor. Maintain close and open communication with higher level personnel on problems, short and long term requirements, priority changes and provide input for long range departmental plans and systems requirements within all buildings. Read and interpret blueprints, schematics and shop drawings for construction and fabrication projects. Control, Secure, Inventory and dispatch tools, materials and equipment. Maintain equipment maintenance prevention and routine maintenance logs. Perform quality control and determine acceptability of trade work and projects. Schedule and coordinate maintenance of electrical, sewage and water distribution systems with local utility companies. Work with minimal guidance, instruction or supervision. Demonstrate strong communication skills interacting with organizational personnel, tenants and contractors. Assist contractors and subordinates with construction, installation, maintenance, repairs and preventative maintenance. Serve as Camp Beauregard liaison for the Louisiana State Fire Marshall's Office and execute facility compliance tasks. Serve as Camp Beauregard liaison for utility contractual services/projects and/or annual military training projects. Perform managerial duties including performance reviews, counseling, leave administration and employee development. Represent Superintendent Building Maintenance in absence of that position. 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
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