

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Technician (Maintenance)-*Temporary - 2 Positions **ANNOUNCEMENT NO.** 073-2020

SALARY: WS-213 / \$1,220.00 bi-weekly

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

OPEN: 12 May 2020 **CLOSE:** Open Until Filled

****Temporary Appointment: Not to exceed June 30, 2020. To be re-evaluated based on FY-2021 Budget. Eligible for Health Benefits. Does not earn leave; not eligible for LASERS.***

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 solid knowledge and understanding in the areas of plumbing, electrical and HVAC. Ability to organize tasks and prioritize duties for preventive, 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 computer with MS Windows operating system and Microsoft Office software. Work with minimal guidance, instruction or supervision. Must demonstrate strong communication skills. Accessible after normal duty hours, weekends and holidays as required. Must be 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:** Execute grounds maintenance work orders and projects on Camp Beauregard Cantonment. Grasp organizational policies, standard operating procedures and facility layout. Assign, direct and delegate work orders and projects in the areas of grounds maintenance. Train subordinates in the safe operation of Z-turn mowers, weed-eaters, and equipment operation. Supervise and coordinate four (4) offender work crews IAW LAARNG and DOC rules and regulations. Serve as the Assistant Environmental Compliance Officer for the FE section and execute facility compliance tasks. Develop bills of materials for work orders and projects. Read and interpret mechanical schematics, and shop drawings for equipment repair and fabrication projects. Resource and procure parts and materials within established guidelines. Control, secure, inventory and dispatch tools, materials and equipment. Maintain equipment maintenance preventative and routine maintenance logs. Perform quality control and determine acceptability of grounds maintenance work and projects. Demonstrate strong communication skills interacting with organizational personnel, tenants and contractors. Attend schools, classes, seminars and meetings as required. 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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