

**STATE VACANCY ANNOUNCEMENT**  
**LOUISIANA MILITARY DEPARTMENT**  
**LOUISIANA NATIONAL GUARD**

**POSITION:** Maintenance Foreman #184564

**ANNOUNCEMENT NO.** 122-2020

**SALARY:** MW-213 / Minimum \$31,720 / Maximum \$56,888 annually

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

**OPEN:** 30 July 2020

**CLOSE:** 13 August 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:** Must have general knowledge of all trades and construction procedures. Working knowledge of general maintenance and repairs to buildings, appurtenances, infrastructure and grounds. Must have the ability to read and interpret blueprints and shop drawings. Must be able to operate trucks up to two tons and forklifts in performance of duties. Must be able to work independently to meet established deadlines and objectives. Must have computer skills and working knowledge of MS Office Programs.

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 as the Maintenance Foreman under the Supervision of the Grounds Superintendent. Performs a variety of duties in support of the overall maintenance ground and repair workload. Ensures that all equipment used at the Gillis W. Long Center is repaired in a timely and efficient manner. Sets up a preventative maintenance program for inspection and repairs to systems and equipment. Schedules preventative maintenance on all equipment and maintain accurate records for compiling data. Implements the work order system, completes time, work and maintenance reports. Maintains cost estimates of labor and materials, requests supplies and equipment and inspects work on progress upon completion for compliance to standards. Assists Project Officer on management's behalf in projects related to construction. Participates as a management team member in short and long range planning of Facility projects. Required to perform journeyman level work in the time of urgency. Performs all usual supervisory functions, sets performance standards, evaluates performance of subordinates, handles disciplinary matters, approves leave, training, etc. Complies with OSHA and other safety requirements. Completes a monthly inventory of all parts, lubricants, oil and petroleum, maintains the current status of all. Completes and tracks 101's for all parts to include turning the invoices. Functions as a member of the firefighting team as necessary to perform other related duties. Performs periodically general maintenance as necessary in any other area for which the Maintenance section has responsibility and other duties as assigned. Must maintain and wear all safety related equipment and/or report any violations or deficiencies. Must use energy conservations measures and ensure that these measures are taken daily before leaving the job site. Maintains accountability of all equipment and/or ensure data cards are up to date. Maintains and practices good environmental protection measures. Must respond to tenant requests with professionalism and courtesy. Must inform the supervisor of all telephone and address changes. 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.

Ms. Carol Hadley  
LMD-HR, 5445 Point Clair Road, Carville, La.  
E-mail: [carol.m.hadley.nfg@mail.mil](mailto:carol.m.hadley.nfg@mail.mil)  
Office: (225) 319-4814  
Fax: (225) 319-4772