STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT
LOUISIANA NATIONAL GUARD

POSITION: Logistics Manager #121840 **ANNOUNCEMENT NO**. 149-2020

SALARY: MA-620 / Minimum $55,557 / Maximum $109,325 annually

LOCATION: LA Military Department, Headquarters (LMD-HQS), Gillis W. Long Center, Carville, La.

OPEN: 1 October 2020 **CLOSE:** 15 October 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 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:** Up to or beyond fifteen years of experience in facilities maintenance and construction, five years of which must have been in direct project management support of journeyman level activities in the installation/operation, repair and/or maintenance of large commercial mechanical equipment such as air conditioning, heating, refrigerating, pumping, generating or closely related systems. Working knowledge, skills and ability in the following areas: Construction Costing - Developing Independent Government Cost Estimates (IGCE); Architectural Design - Ability to interpret architectural designs, drawings and specifications; Contract Documentation and Administration; and Develop and maintain client contacts. Must be familiar with Energy Conservation; Hazardous Building Material; Life Cycle Costing and Strategic Planning.

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 overnight may be required. Must be available to report to duty during emergency or disaster situations and work extended hours for the duration of the event. 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 primary advisor to LMD-HQs on Facilities Maintenance. Coordinates with CFMO to ensure armory work orders/contracts are monitored and completed in a timely manner. Conducts quarterly visits to all armories within assigned area of responsibility and provide AAR's. During declared emergencies support LMD as LSS LNO. Manages and maintains armory self-help account. Monitors Armory repair work orders/contracts for compliance, quality control and ensures adherence to industry standards. Armory Management advisor to Director/Deputy Director/SEA of LMD and the LMD Contracting Officer. Coordinates programming for Sustainment, Restoration and Modernization with State Services, Federal Services, Contractors, Environmental Program Manager and CFMO. Schedules meetings with CFMO personnel, contractors, consultants to include preparation of meeting agenda, meeting room preparation, meeting participant notification and other necessary coordination. Primary monitor and assessor of the reporting process for facilities management programs for LMD. Provides feedback and recommendations to the Director/Deputy Director LMD if changes are needed. Obtains FM data to track and analyze work being performed in the field. Collects rollup of work orders from FM personnel and provides a monthly status to the Director/Deputy Director of LMD. Manages daily, weekly and monthly goals and objectives for LMD. Develops and/or assists in the development of briefings for LANG and non-LANG agencies. Consults with architects, engineers and contractors regarding project design, construction procedures and contract requirements. Discuss plans, specifications and work schedules with contractors. When projects are assigned, provide guidance to personnel assigned as Project Managers and monitor progression for adequacy, application of PM principles and ensure materials and labor are on time and within budget per the contract/SOW. Performs all other duties as assigned by the Director/Deputy Director LMD.

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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