

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Maintenance (HVAC/Electrical) #50577361

**ANNOUNCEMENT NO.** 102-2021

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

**LOCATION:** LA Military Dept., Job Challenge Program (JCP), Gillis W. Long Center, Carville, La.

**OPEN:** 9 April 2021

**CLOSE:** Open Until Filled

**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:** High School Diploma or equivalent required. Proficient in the use of various hand and power tools as well as assorted multi-meters, etc. Basic knowledge and understanding in the areas of HVAC maintenance tasks; and plumbing, electrical and carpentry skills. Must be able to operate computer with MS Windows operating system and Microsoft Office software. Must be able to work with minimal guidance, instruction or supervision. 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:** Maintain, repair and alter the following equipment - Air conditioning units, window units, walk-in coolers, deep freezer units (commercial and domestic), domestic refrigerators, forced air heating units, ovens, refrigerators, stove and water coolers. Perform assignments orally or through written work order requested with instructions as to how the work is to be accomplished. Perform diagnostic and testing; and major overhaul of equipment. Install duct work, insulation of refrigerator lines and other equipment when necessary. Maintain and repair heating, ventilating, air conditioning refrigeration equipment in buildings or complexes requiring total HVAC capacity of 20 tons or more. Perform preventative maintenance duties on motors, adding coolant, adjusting controls, changing filters, etc. Maintain and recharge air conditioning systems with the proper amount of lubricant and Freon. Maintain, overhaul and repair pumps, motors, control systems, piping and other equipment used in refrigerating and air conditioning systems. Perform routine checks on the temperature of air conditioning and refrigeration units by reporting the temperatures. Assist periodically in other craft areas outside the scope of the regular position description to include: perform routine inspection of sewer lift stations, respond to and reset fire alarms. Perform other duties assigned, to include (but not limited to) the following: Must maintain and wear all safety related equipment and/or report any violations or deficiencies. Must use energy conservation measures and ensure that these measures are taken daily before leaving the job site. Maintain accountability of all equipment and/or ensure data cards are up to date. Maintain and practice good environmental protection measures. Must respond to request with professionalism and courtesy. Execute routine, preventative, and emergency electrical work orders. Grasp organizational policies, standard operating procedures and Job Corps facility layout. Perform journeyman level work in electrical tasks. Maintain and update the facility work order system on electrical related items. Train offender work crews in the safe operation and maintenance of power and hand tools. Supervise and coordinate offender work crews IA W LAARNG and DOC rules and regulations. Develop bills of materials for electrical work packages, work orders, and projects. Read and interpret blueprints, schematics and shop drawings for construction and fabrication projects. Procure parts and materials within established guidelines. Control, secure, inventory and dispatch tools, materials and equipment. Serve as facility liaison for electrical utility contractual services/projects and/or annual military training projects. Coordinate maintenance of electrical distribution systems with the local utility company. Demonstrate strong communication skills interacting with organizational personnel and contractors. Assist team members in trouble shooting and repairs of plumbing electrical and HVAC systems. 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.

Mrs. Christine Zeller  
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