

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Fleet Maintenance Foreman -\*Temporary #50613720      **ANNOUNCEMENT NO.** 142-2021

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

**LOCATION:** LA Military Department, LANG-CM, Camp Minden, Minden, Louisiana

**OPEN:** 21 May 2021

**CLOSE:** Open Until Filled

*\*Temporary Appointment: Earns Leave. Eligible for Benefits. No LASERS. Expires upon return of deployed employee.*

**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 a working knowledge of Microsoft Office Programs (Outlook, Word, Excel, Powerpoint, Access, etc.). Must complete CPR/AED Certification.

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:** Develop and manage a preventative maintenance program for the Camp Minden Fleet which includes scheduled checks and services on vehicles, and a variety of CMTS equipment, including repair and replacement of worn parts, fluids, filters, brakes and tires. Manage the inmate workforce assigned to the Facilities Engineer Maintenance Shop within the guidelines of the cooperative endeavor agreement between LMD and the local Sheriff's department. Assist supervisor in prioritizing, scheduling and assigning work; oversee and inspect work for proper completion. Perform vehicle maintenance to the CMTS and LMD standards. Diagnose all phases of vehicle and equipment repair to include mowers, tractors and construction equipment. Order parts and pick up parts from vendors as needed. Remove, clean, repair, reinstall and adjusting vehicle components. Test drive vehicles and equipment to ensure proper working conditions. Manage an inmate grounds maintenance crew for mowing per the guidelines within the cooperative endeavor agreement between LMD and local Sheriffs Department. Ensure work orders are completed accurately and actioned within a reasonable amount of time. Select an appropriate course of action for repairs and know when to outsource repairs beyond local capabilities. Evaluate completed work prior to release, seek supervisor approval where required. Perform road calls and emergency services as necessary. Move vehicles safely between shop and work areas as required. Communicate professionally with customers, team members and supervisors. Actively participate in safety or educational training as required. Observe safe work methods and make appropriate use of related safety equipment as required. Perform complex or emergency duties as necessary in accordance with LANG All Hazards Plan. 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. Kandice Miller  
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