

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Recycling Material Handler - \*Part-Time #5061586      **ANNOUNCEMENT NO.** 152-2021

**SALARY:** MW-212 / Minimum \$29,640 / Maximum \$53,165 annually

**LOCATION:** LA Military Department, CFMO, Camp Beauregard, Pineville, Louisiana

**OPEN:** 4 June 2021

**CLOSE:** 18 June 2021

*\*Part Time Employment is employment of no more than 20 hours per week, paid hourly, accrue sick and annual leave and qualify for merit increases but receive no other benefits (i.e. insurance or retirement).*

**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:** Graduation from a standard high school or equivalent GED and two (2) years related experience, of which one (1) years must be directly related. Proficient in computer skills with applications related to word processing, spreadsheets and database management. Never convicted of a felony. Possess a valid driver's (commercial Class A) license and show proof thereof or be able to obtain such as a condition of employment. Able to perform the essential functions of the position. Demonstrated writing and oral communication skills capable of preparing and articulating detailed and complete statements of work (SOW) for public procurement.

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:** Operates all wheel vehicles and equipment over varied terrain and roadways for support of mobilization and training operations. Manages cargo and supplies being transported. Oversees and checks proper loading and unloading of cargo on vehicles and trailers. Secures cargo against inclement weather, pilferage and damage. Operates vehicle component material handling equipment (MHE), as required. Performs vehicle self-recovery and field expedients to include towing vehicles. Corrects or reports all vehicle deficiencies; supports mechanics where necessary, Compiles time, mileage and load data. Performs preventive maintenance checks and services (PMCS) on vehicles. Establishes and maintains stock records and other documents such as inventory, material control, accounting and supply reports. Establishes and maintains automated and manual accounting records, posts receipts and turn-ins, and performs dues-in and dues-out accounting. Reviews and verifies quantities received against bills of lading, contracts, purchase request and shipping documents. Unloads, unpacks, visually inspects, counts, segregates, palletizes and stores incoming supplies and equipment. Repairs and constructs fiberboard or wooden containers. Packs, crates, stencils, weighs and bands equipment and supplies. Constructs bins, shelving, and other storage aids. Prepares, annotates and distributes shipping documents. Operates material handling equipment (MHE). Work is performed under the direct supervision of the Recycling Program Manager. Assignments are given in the form of standard operating procedures, command policies and verbal instruction. The objectives and goals are as provided by the Recycling Program Manager. The incumbent completes work as tasked, resolves conflicts that arise and coordinates with other staff/agencies. The supervisor reviews work for accuracy and provides technical guidance related to subject matter outside of the scope of this job or skill set of the employee. 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. Wenda Woolf or Mrs. Christina Grimmert  
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