

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Locksmith #202848

ANNOUNCEMENT NO. 208-2021

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

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

OPEN: 17 August 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:** Ability to work independently with general guidance to meet objectives. Must be able to make emergency breaches to free individuals from locked areas.

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 Locksmith/Key Control Specialist under the supervision of the Carpenter Foreman. Door repairs, includes shim hinges to adjust door clearances and align to center with strike plate. Install, repair and adjust door closers. Adjust & bend hinges and hinge plate attached to metal door frames. Repair door locks and locking hardware (makes parts, springs, etc.). Install door locks. Pin interchangeable cores (mastered, non-mastered, sub-mastered) pinned to office doors and building entries (double pinning). Maintain current and accurate records of what key sets will match and fit each core for doors, cabinets, desks, 172 building, 50 Trailers, post office mailboxes and all Shops on this Facility (also cuts and issues keys for all these locks). Keep up to date loaner keys on file. Maintain lawn equipment and heavy equipment to include complete overhaul. Conduct safety meeting for carpentry sections and does the building inspection for the carpenter and storage buildings. Serves as a pipefitter and performs duties required in the installation, maintenance and repairs of the center's steam, gas and sewer lines. Install, maintain and repair plumbing systems on the Installation. Use acetylene and electric welding machines, metal lathe, electric hatch saw, power sheet metal cutter, bender soldering iron, etc. in the preference of special tasks. Perform repairs as needed with the use of various types of tests equipment as well as visual checks to troubleshoot defects and operates forklifts and tractors in the performances of these duties. Perform general road maintenance tasks. 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. 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.

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