

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Grounds Maintenance Tech – \*Part-Time #50311727      **ANNOUNCEMENT NO.** 220-2021

**SALARY:** MW-210 / Minimum \$12.45 / Maximum \$22.33 hourly

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

**OPEN:** 25 August 2021

**CLOSE:** Open Until Filled

*\*Part Time Employment is employment of no more than 20 hours per week, paid hourly, accrue sick and annual leave at reduced rate, but receive no other benefits (i.e. insurance or retirement). No Overtime allowed.*

**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 experience in grounds maintenance. Perform functions such as operating equipment used in grounds maintenance including tractors, weed whips, mowers, hand & power tools, etc. Must be able to operate and maintain a chainsaw. Must be able to determine scopes of work, material, labor and equipment required from verbal instructions or work orders.

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 under the Supervision of the Maintenance Foreman (Grounds). Performs tasks associated with the support of Facility Engineers, maintenance of equipment and other maintenance related tasks. Physically performs the manual labor associated care and upkeep of the Grounds at the Gillis W. Long Center. Performs a variety of Facility Engineers duties in support of the overall Installation maintenance and repair workload, supports the Gillis W. Long Center during State emergencies and special projects. Maintains Installation grounds, flower beds, road medians, fence lines and trees, performs Groundskeeper duties such as weed eating, wooding and mulching flowerbeds, pruning/trimming hedges and shrubs, trimming trees, designing and installing landscaping scenery, edging and keeping all drainage systems clean and free of debris. Provides quality control checks to ensure landscaping, grounds, and waste management contractors are performing service specified to contract agreement. Assist in removing of excessive waste material between scheduled pick-ups. Maintains and services all equipment assigned to the Shop. 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 tenant requests with professionalism and courtesy. Must inform the supervisor of all telephone and address changes. 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.

SSG Ashley Ray  
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