

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Project Manager #183529

ANNOUNCEMENT NO. 231-2021

SALARY: MT-313 / Minimum \$51,334 / Maximum \$89,960 annually

LOCATION: LA Military Dept., Education Headquarters, Camp Beauregard, Pineville, La.

OPEN: 3 September 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:** Must have a Baccalaureate Degree in Architecture, Construction Management, Construction Technology or Engineering. The Baccalaureate Degree can be substituted with 5 years of Construction Project Management experience.

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 Project Manager to oversee LA Education Programs construction projects. Reviews and monitors design projects or construction jobs in progress and ensures adequacy of supervision; accounts for materials and processes used; and the application of project management principles. Reviews and monitors progress of projects to ensure on time and on budget delivery by consultants, contractors, and/or agency personnel. Performs updates and revisions to project management scheduling tools. Modifies project templates as deemed necessary. Participates in the construction quality assurance process, including inspections, materials sampling/testing and in evaluations of horizontal and vertical construction projects for compliance with project plans and specifications; performs office engineering functions to ensure construction cost and/or materials are in with estimates, plans and specifications. Participates in meetings with architects, construction contractors, local governing bodies and elected officials. May assist in answering questions on project development and construction projects from general public, environmental groups and the community. Assembles data, prepares studies, reports and makes recommendations to the Facility Engineer and/or Installation Commander on technical, managerial, engineering and contract administration problems. Coordinates project activities by scheduling work assignments, setting priorities, directing the work of engineering technicians and other project personnel. Organizes and conducts routine project management meetings during project development, construction and commissioning. Develops and submits all administrative paperwork to include change order request and pay applications. Consults with Architects, Engineers and Contractors regarding project design, constructive procedures and contract requirements. Discusses plans, specifications and work schedules with contractors. Report to work on time, dress IAW LMD SOP, personal hygiene IAW LMD SOP, follow all regulations and SOPs for the area working in and complete all required LMD training. Attend all mandatory meetings (Safety, Town Hall, etc.). 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. Christina Grimmert and/or Ms. Wenda Woolf or
LMD-HR (Camp Beauregard), Bldg. 718 "E" St., Pineville, La. 71360
E-mail: christina.m.grimmert.nfg@mail.mil / wenda.a.woolf.nfg@mail.mil
Office: (318) 641-5394 / (318) 641-5392
Fax: (318) 290-5060