

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Maintenance Technician -\*Temporary #50608054

**ANNOUNCEMENT NO.** 242-2021

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

**LOCATION:** LA Military Department, LANG-CB, Camp Beauregard, Pineville, Louisiana

**OPEN:** 16 September 2021

**CLOSE:** Open Until Filled

**\*Temporary Appointment:** *Expires 12 months from start date. Earns Leave. Eligible for Benefits. No LASERS.*

**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:** Possess some knowledge and understanding in the carpentry field and related tools. Ability to organize and prioritize work orders for short range and long range planning requirement. Must possess knowledge in the maintenance of all carpentry shop equipment. Possess some knowledge and understanding in HVAC field and related tools. Possess some knowledge and understanding in the Plumbing field and related tools. Basic understanding of concrete work, welding, dry-wall installation, painting, plumbing and electricity. Ability to read and interpret blueprints. Ability to work with minimal guidance, instruction or supervision. Must be accessible after normal duty hours, weekends and holidays as required.

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:** Understand standard operating procedures, organizational policies, and be familiar multiple facilities. Create accurate materials take off list, with item numbers and prices for ease of ISIS preparation. Read and interpret blueprints, architectural drawings and schematics for construction and fabrication projects. Create and submit ISIS request forms, order and pick up materials. Operate computer with MS Windows operating system and Microsoft Office software. Be proficient using and maintaining all carpentry shop equipment. Train subordinates in the safe operation and maintenance of shop equipment. Assist contractors with construction, installation, maintenance, repairs and preventive maintenance. Supervise an offender work crew with up to six offenders, IAW LAARNG and DOC rules and regulations. Schedule job orders to obtain best production rate of a work day. Control, secure, inventory, clean and dispatch tools, materials and equipment. Continue self-progression in the Carpentry field. Attend Schools, classes, seminars, and meetings as required. 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

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