

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Safety Manager (Installation) #50369641

ANNOUNCEMENT NO. 305-2022

SALARY: MA-614 / Minimum \$37,003 / Maximum \$72,862 annually

LOCATION: LA Military Department, LANG-CM, Camp Minden, Minden, Louisiana

OPEN: 16 November 2022

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:** Specialized training and knowledge of safety and occupational health principals, practices, procedures and standards. Ability to develop and conduct required safety programs and training. Specialized training and knowledge of military and commercial explosives and pre-cursor chemicals, to include by products that may either be explosive or accumulate in sufficient concentrations to present an explosive hazard. Knowledge of life-cycle military munitions and commercial explosives management and risk assessment, to include development and/or design of processes or procedures to mitigate explosive hazards. Ability to read, understand, interpret and implement regulations and standards applicable to the management of explosive and other hazardous materials as promulgated by the Department of Defense, the Department of Transportation, the Bureau of Alcohol, Tobacco and Firearms, the Environmental Protection Agency/Louisiana Department of Environmental Quality, the Louisiana State Police, the Louisiana State Fire Marshal and the Occupational, Safety and Health Administration. Must have excellent oral and written communication skills. Must have the ability to operate a personal computer with a working knowledge of Windows and Microsoft Office. Minimum of two years of experience in occupational health and safety management. Minimum of five years explosive safety management experience preferably in an explosive manufacturing environment for a Department of Defense contractor.

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: Plans, organizes and implements the overall safety, emergency preparedness and loss prevention program for Camp Minden (including YCP) utilizing the policy and procedural guidelines developed by the Louisiana Office of Risk Management and the Louisiana Military Department (LMD). Maintains all files, records and databases for Property Exposure Reporting (State owned property insured by the Office of Risk Management - currently 301 buildings). Assists in the investigation of all property damages, files damage claims and manages claim until resolved. Ensures all building safety inspections are conducted on a quarterly basis, that work orders are issued to correct deficiencies and maintains all required documentation. Assists FARA account manager in performing required appraisals and re-appraisals and inspections of insured buildings. Assists State Fire Marshal in conducting Life Safety annual inspections of buildings located on explosive tenant facilities (43 buildings) and work with tenants to correct deficiencies found. Maintains all files, records and databases for General Liability Claims. Assists in the investigation of all claims for damages, files liability claims and manages claim until resolved. Maintains all files, records and databases for Personnel Injury Claims. Assists in the investigation of all accidents/incidents, files injury claims and manages claim until resolved. Work with supervisors to identify root cause of injury and take corrective action. Ensures that all claims (Property, Liability, Vehicle and Injury) are filed with LMD Risk Management as required. Conducts required Safety/Loss Prevention training and/or ensures all employees (currently 174 employees) receive training, including job specific training (currently 12 separate training topics) within 90 days of hire and receive required refresher training as prescribed by the Office of Risk Management. Maintains all files, records and databases for Personnel Training. Conducts quarterly safety meetings for all Camp Minden Employees and maintains required records. Maintains files on all authorized and un-authorized drivers of State-owned vehicles, obtain DMV Official Driving Records upon initial hire and annually thereafter on all employees (currently 174), determines if driver meets minimum standards for driving a State vehicle and ensures employee signs DA 2054 annually. Notify supervisors and Force Protection when employees fail to meet minimum standards. Ensures all authorized drivers attend Defensive Driver Training within 90 days of hire and every 3 years thereafter or within 30 days of receiving a moving violation. Provides technical and specialized support and guidance in the required job specific training, selection of personal protective equipment, monitoring of exposures and reporting requirements for various functional areas on Camp Minden. Assists in the development and update of all Safety policies and procedures and makes recommendations to resolve potential safety problems for the installation. Acts as a facility point of contact in all matters dealing with safety, Risk Management and Office of Risk Management Annual Compliance Reviews/ Audits. **EXPLOSIVE SAFETY:** Responsible for providing the Installation Commander with information on all Explosive Safety related activities that occur at Camp Minden. Review and approval of explosive site safety plans for all tenants occupying former Load and Pack Lines. Verification of quantity distance arcs in relation to surrounding facilities, operations, and installation boundaries. Observe Explosive Tenant Operations, movement, transportation and storage of explosive materials in and around the Installation and provide guidance and/or assistance as appropriate to improve the safety of their operation thus reducing the potential for damage and disruption to other training site activities. Disposal of explosive contaminated equipment and buildings. Assists in the development and update of all policies and procedures and makes recommendations to ensure that the facility complies with the restrictions imposed on the facility by the Department of the Army as dictated by the FOSET (Finding of Suitability for Early Transfer). Manages tenant activities to ensure compliance with the restrictions imposed by the FOSET. Insures that required inspections and documentation of FOSET requirements are conducted and maintained and that required documentation is forwarded to the Department of Defense Explosive Safety Board. Coordinates with and maintain relationships with other agencies that specialize in explosives safety (BATF, FBI, Louisiana State Police, Defense Contract Management safety personnel, US Army Technical Center for Explosive Safety and the Department of Defense Explosive Safety Board) and provides technical assistance to other regulatory agencies (LDEQ, EPA and Louisiana State Fire Marshal, OSHA) on explosive safety issues if requested. Brief Installation Commander on tenant activities that are in specific violation of regulatory guidance. Provides technical guidance to LANG environmental personnel on explosive related matters (EPA Records of Decision, MMRP sites, Environmental Condition of Property, etc.) as requested. Completes and files annual Tier II Reports for facility with LSP. Provides technical and specialized guidance to the Post Commander to help ensure that the explosive tenant activities, the training site activities, contractor activities and military training activities co-exist safely. Provides technical and specialized guidance to Post Commander during Emergency Response Operations. Provides safety briefings to all contractors and military training personnel and Camp Minden employees on the restrictions and inherent hazards present on Camp Minden because of the tenant activities and the past usage of the facility. 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. Kandice Miller

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