



**STATE OF LOUISIANA**  
**invites applications for the position of:**  
**Electrician Assistant**  
**#144597**

An Equal Opportunity Employer

**ANNOUNCEMENT NO.** 053-2023

**OPENING DATE:** March 17, 2023

**CLOSING DATE:** March 31, 2023

**SALARY:** MW-212 / \$30,534 - \$54,766 annually

**JOB TYPE:** Unclassified

**LOCATION:** LANG-ANG, Belle Chasse, LA

**BENEFITS:**

Retirement: Louisiana State Employees' Retirement System (LASERS) with employer contribution & Optional Retirement Savings Account

Insurance: Medical & Optional Dental & Vision

Paid Holidays: 9 days per year

Paid Annual Leave: 12 days per year with increases based on tenure

Paid Sick Leave: 12 days per year with increases based on tenure

Louisiana Military Department



**LANG-ANG**



**The Louisiana Military Department is an Equal Opportunity Employer and State as a Model Employer (SAME) to promote diversity and inclusion in the workplace.**

**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.**

**POSITION DESCRIPTION:**

Employee shall adhere to all safety precautions; such as, wearing hearing protection, composite toe-shoes, face shields, goggles, gloves, hardhat, etc. According to the situation requiring such use, these items will be utilized and properly stored when not being used. Employee shall observe environmental and recycling policies established. Plans and performs electrical work throughout installation to include maintenance, repairs, alteration and troubleshooting of electrical distribution systems, raceways, circuits, and equipment. Installs, repairs, maintain and updates historical data of specialized equipment: such as motors, generators, transformers, lamps, meters, etc. Performs preventative maintenance to the various electrical systems and equipment, to include Lightning Protection Systems. Assist in operation of standby generator units during commercial power failures and performs operational checks inspections, services and makes emergency repairs to standby units in the field to ensure uninterrupted power is available to the facilities during commercial power outages. Determine that generators can provide emergency power compatibility with the facilities' power requirements in terms of size, wattage, electrical phases, etc. Perform a wide variety of facilities maintenance trade skills for maintaining and repairing the facilities' structural, electrical, HVAC, utilities, mechanical equipment, and grounds. Work performance includes carpentry, masonry, painting, custodial, equipment repairs and maintenance. Provide other shop technicians with assistance in the operation and maintenance of their preventative maintenance programs and work orders. Inspects, verifies, and documents completion of work orders using in Integrated Engineering Management System (IEMS). Ensure all jobs are completed according to the priority assigned by CES Operations office/ State Facility Manager (FM) or BCE. Reports all missed maintenance to ensure the maintenance is properly closed out or forwarded to the following week's schedule. Records hours required for preventative maintenance in IEMS. Ensures compliance of environmental, safety and health concerns IAW all ANG, AF, State and Federal Instructions. Knowledge of DDC system and how to troubleshoot using the computer interface. Perform other duties as assigned.

**POSITION QUALIFICATIONS:**

Must have thorough working knowledge of Windows, Microsoft Office, Including Word, Outlook, PowerPoint, Excel, and Access other technology skills as required. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations. The State Military Department is a substance abuse and drug free workplace. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

**GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Department of Defense Common Access Card (CAC) Card. Periodic 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.

**OTHER REQUIREMENTS:** 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.

**CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- The LA Military Department is a substance abuse and drug free workplace. To become an employee of the Louisiana Military Department/Louisiana State Guard, the selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.

**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).

- State Application: The LANG-LMD-H Form 10 (State Application) is located at:  
<http://geauxguard.la.gov/join-us/state-technician-vacancies>

Application(s) must be submitted to the appropriate LMD Human Resources point of contact below by the Close Date, no later than 4:00 p.m. CST:

Mrs. Dawn Riess  
LMD-HR (LANG-JB)  
E-mail: dawn.t.riess.nfg@army.mil  
Office: (504) 278-8547