



**STATE OF LOUISIANA**  
**invites applications for the position of:**  
**Foreman/HVAC Mechanic**  
**#50381549**

An Equal Opportunity Employer

**ANNOUNCEMENT NO.** 236-2023

**OPENING DATE:** November 29, 2023

**CLOSING DATE:** Open Until Filled

**SALARY:** MW-213 / \$43,784 - \$78,790 annually

**JOB TYPE:** Unclassified

**LOCATION:** LANG-GL, Carville, LA

**BENEFITS:**

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

Insurance: Medical & Optional Dental & Vision  
Paid Holidays: 10 days per year, additional holidays may be proclaimed.

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-GL**

**Gillis W. Long Center**



**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:**

Serves as the Foreman (HVAC Mechanic) under the general supervision of the Superintendent of Utilities. This position is responsible for HVAC installation, Power Generation, Sewer and Water operations, and monthly preventative maintenance. This position is responsible for HVAC installation, Power Generation, Sewer and Water operations, and monthly preventative maintenance. Maintain and repair heating, ventilating, air conditioning refrigeration equipment in buildings or complexes requiring total HVAC capacity of 20 tons or more. Perform preventative maintenance duties on motors, adding coolant, adjusting controls, changing filters, etc. Maintain and repair air conditioning systems with the proper amount of Freon. Maintain overhaul and repair pumps, motors, control systems, piping and other equipment used in refrigerating and air conditioning systems. Perform routine checks on air conditioning and refrigeration units. Assist periodically in other craft areas outside the scope of the regular position description to include service under the direction of the unit Supervisor when performing these duties, at sewer lift station. Maintain accountability of all equipment and/or report any or ensure data cards are up to date. Must respond to tenant requests with professionalism and courtesy. Perform other duties as assigned, to include (but not limited to) the following: 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.

**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:

SFC Ashley Ray  
LMD-HR (Gillis W. Long Center), 5445 Point Clair Road, Carville, LA  
E-mail: [ashley.g.ray.mil@army.mil](mailto:ashley.g.ray.mil@army.mil)  
Office: (225) 319-4766