



**STATE OF LOUISIANA**  
**invites applications for the position of:**  
**Family Readiness Manager**  
**\*Temporary**

An Equal Opportunity Employer

**ANNOUNCEMENT NO.** 041-2024

**OPENING DATE:** March 6, 2024

**CLOSING DATE:** March 13, 2024

**SALARY:** MW-218 / \$61,422 - \$110,531

**JOB TYPE:** Unclassified

**LOCATION:** CFMO, Jackson Barracks, New Orleans,  
LA

**\*Temporary appointment.**

**BENEFITS:**

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



**CFMO**

**Jackson Barracks**



**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:**

Establish, maintain and take proactive steps to improve Maintenance and Repair (M&R) of assigned facilities. Establish quarterly site visits for 25% of all facilities, visiting each facility at a minimum of once per year to conduct an Organizational Inspection Process (OIP) report. Additional facility site visits are required outside of OIP requirements. Save each OIP onto the CFMO Share Folder with the hard copy maintained in your office. Scan onto the CFMO Share Folder (to include pictures) and maintained in a binder or other approved form of document control to be determined by CFMO leadership. Action Work Orders as follows (exceptions will be granted by CFMO leadership only): Routine WO; execute within 30 calendar days of notification. Urgent; execute within five (5) calendar days of notification. Emergency; execute within 24 hours of notification. Establish and maintain communication with key unit personnel at all facilities within your assigned CFMO area. Coordinate with Maintenance Teams and/or Energy Management Team to resolve M&R requests that require an HVAC/R tech, electrical technician, chiller & boiler technician and/or energy issues at facilities assigned throughout the assigned region as applicable. If internal CFMO personnel cannot be used to execute the M&R requests, coordinate to have a third party vendor complete the repair within applicable rules, laws and/or regulations of the State of Louisiana Military Department.

For Self-Help Program/Troop Construction requirements, Units will submit to you a Bill of Material (BOM) request with quotes. You can provide contact information for qualified vendors to your Unit points of contacts in order to ensure an expedited process. Participate in all assigned CFMO In-Progress Reviews. Maintain and document all procurement and warranty information; this information will be submitted to the CFMO Business Management (BM) Branch for Document Control. Responsible for coordinating Preventative Maintenance contracts each FY that include, but are not limited to, fire safety, fire alarm monitoring, pest control, HVAC/R, chillers and boiler systems if not assigned a Maintenance Team in your area, custodial services (if applicable), utility services (if applicable) and/or other PM contracts as needed. Maintain accurate and up to date records on all financial transactions (101 's; Form 86's, Form 87's, Federal Contracts and PO's) on approved Work Order Tracker that will be approved and monitored by the FM Branch Manager and the FM Operations Manager. This tracker will be maintained on the CFMO Share Folder. Provide updates for the Encumbrance Report for the Louisiana Military Department and CFMO within prescribed time limits. Successfully manage all projects assigned for Sustainment, Restoration and Modernization initiatives. Work with personnel from other CFMO Branches to ensure proper coordination is made before, during, and after project execution. Coordinate with key stakeholders throughout your assigned CFMO Area to develop a project list, in order to gain CFMO Leadership concurrence and to establish project priorities. Formulate planning and execution strategies to ensure project execution timelines are aligned with State and Federal Fiscal Years and budget execution timelines. Adhere to all Federal and State contract and procurement regulations and policies for applicable execution strategies. Participate in all assigned CFMO In-Progress Reviews. Provide the CFMO with an update for In-Progress Reviews that includes a slide deck and Project Status Update Excel Spreadsheet. Management of contracts is key and vital to being successful in these duties. Possess and maintain an understanding of the Instruction to Bidders, Supplementary Instruction to Bidders, Supplementary Conditions and the American Institute of Architects (AIA) 201 Document: General Conditions for Construction Contracts and the Divisions 00 and 01 of contract language is paramount to successfully executing your assigned projects through Public Works contracting. Perform other duties as assigned.

#### **POSITION QUALIFICATIONS:**

A minimum of three (3) years' experience in facilities management and/or contracts quality assurance management that includes project management and tracking. Construction Project Tracking: Updating funding documents, managing construction contracts, and utilizing project management software. Contract Documentation and Administration: Ability to review, correct, and submit contracts using the Office of State Procurement procedures according to the Louisiana Military Departments Policies and Procedures Manual with a focus on Chapter 4 and 17 as well as other regulatory proponent guidance. Develop and maintain points of contacts for all position Description and Duties. Must be able to obtain and possess a favorable security clearance screening.

**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