



**STATE OF LOUISIANA**  
**invites applications for the position of:**  
**Manager (Contracts & Quality Assurance)**  
**#50655684**

An Equal Opportunity Employer

**ANNOUNCEMENT NO.** 042-2024

**OPENING DATE:** March 8, 2024

**CLOSING DATE:** March 22, 2024

**SALARY:** MT-312 / \$47,986 - \$84,074 annually

**JOB TYPE:** Unclassified

**LOCATION:** CFMO, AASF #1, Hammond, 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



**CFMO**



**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:**

Ensure construction contractors, architects and engineers adhere to contract documents that encompass the following major elements: 1) General conditions; 2) Plans and specifications; 3) Schedule of deliverables; 4) Design and construction schedules; 5) Quality assurance plans; 6) Submittal schedules; 7) Pre-installation and progress meetings; 8) Pay application submissions; 9) Change modification requests; and 10) Warranty and close out documents. Hold contractors and designers accountable. Collaborate with internal and external stakeholders to ensure project success. Establish professional relationships with civilian construction and design professionals. Establish clear lines of communication within the project Chain of Command to address issues and achieve conflict resolution. Establish relations and coordinate with unit representatives and LMD Contracting Officer. Synchronize construction efforts with building/facility support requirements to ensure project is delivered on time and is ready for use. Contractors must submit and update construction schedules in order to coordinate furniture delivery, installation of electronic security and surveillance equipment, IT equipment, utilities turnover and other support requirements as necessary. Establish substantial completion dates for building occupancy at new facilities and renovated facilities where troops are displaced. Track project statuses that coincide with construction or design schedules. Tracking % complete, substantial completion date, contract end date, total project cost, change orders and current project status to identify and foresee and address potential problems. Maintain document control and archiving all warranty information that is to be provided by the contractor or designer in accordance with the contract documents.

Document and address non-conformance items in accordance with contract documents. Collaborate with LMD Contracting Officer to address issues that cannot be resolved at the project level through official correspondence. Minimize construction costs and time delays. Keep "non-owner generated" change orders for new construction to > 5% and renovations > 10%. Change orders must contain independent cost estimate and sufficient back up documentation that justify both cost and time. Perform other duties as assigned.

### **POSITION QUALIFICATIONS:**

**Minimum Qualifications** - Two years of experience in at least one of the following: 1) Contract Management; 2) Business Owner; 3) Project Management. BA/BS from accredited institution (can be substituted for 10 years of project management experience). **Knowledge, Skills and Abilities** - Analytical mind with problem-solving aptitude. Enterprise level management and coordination. Creative and critical thinking skills. Organizational and leadership skills. Cost estimating and budget management. Excellent verbal and written communication skills. **Research and Understand** - Louisiana Military Department Contract General Conditions and Front End Documents. Louisiana Public Bid Law and Bid Opening Procedures. Louisiana Army National Guard Real Property Development Plan. Louisiana Army National Guard Guiding Principles for Facilities. Applicable Unified Facilities Criteria IAW with Building Design. Army National Guard Design Guides (DG): 1) DG 415-1 (Readiness Centers); 2) DG 415-2 (Logistics Facilities); 3) DG 415-3 (Aviation Facilities); 4) DG 415-4 (Logistics Facilities), and 5) DG 415-5 (General Facilities Information Design Guide). NG Pam 415-12 Army National Guard Facilities Allowances. CFMO Strategic Initiatives. CFMO Long Range Readiness Center Sustainment and Modernization Plan. CFMO Military Construction (MILCON) Timeline.

**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.
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**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 (Jackson Barracks)  
E-mail: [dawn.t.riess.nfg@army.mil](mailto:dawn.t.riess.nfg@army.mil)  
Office: (504) 278-8547