



**STATE OF LOUISIANA**  
**invites applications for the position of:**  
**Maintenance Foreman**  
An Equal Opportunity Employer

**ANNOUNCEMENT NO.** 071-2024

**OPENING DATE:** April 25, 2024

**CLOSING DATE:** May 9, 2024

**SALARY:**

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

MW-214 / \$46,842 - \$84,302 annually

MW-215 / \$50,128 - \$90,210 annually

**JOB TYPE:** Unclassified

**LOCATION:** LANG-TCP-CMF, Pineville, 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

*\*The level at which the vacancy is filled will be determined by the qualifications of the candidate selected.*

Louisiana Military Department



**LANG-TC-P**

**Training Center Pineville**



**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:**

Understand Standard Operating Procedures, Organizational Policies and be familiar with facilities maintained by Facility Engineers. Create material take off lists or contact vendors for repair and services. Create Scopes of Work for repairs in the fields of HVAC, Plumbing, and Carpentry as required by LMD purchasing guidelines. Bid out repairs as needed with the creation of Scopes of Work, Govt Estimates, and code requirements for all repairs in accordance with LMD guidelines. Read and interpret blueprints, architectural drawings and schematics for construction and fabrication projects. Operate computer with MS Windows operating system and Microsoft Office software. Develop, Track and Reconcile work orders. Develop, Track and Reconcile purchases, to include but not limited to all purchases made through Facility Engineers and CFMO. Be proficient using and maintaining all maintenance equipment. Be proficient using and maintaining HVAC, Plumbing, and Electrical equipment for the purposes of repairs and maintenance. Make repairs to plumbing systems to ensure structures are active for use.

Make repairs to HVAC systems to ensure structures are active for use. Make repairs to Electrical systems to ensure structures are active for use. Assist contractors with construction, installation, maintenance, repairs, and preventative maintenance. Understand and develop further knowledge of concrete work, welding, dry-wall installation, painting, plumbing, and electricity. Control, secure, and inventory all tools and equipment issued. Maintain and operate federal GSA vehicle with associated packages to ensure material acquisition remains capable and achievable. Continue self-progression in the fields of carpentry, HVAC, Electrical, and Plumbing. Work with minimal guidance on an isolated installation away from Facility Engineer Main Office. Be accessible after normal duty hours, weekends, and holidays as required. Perform other duties as assigned.

**POSITION QUALIFICATIONS:**

Possess master knowledge and understanding in the maintenance field .Ability to organize and prioritize work orders for short range and long range planning requirements.

**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:

Ms. Wenda Woolf  
LMD-HR (Training Center Pineville)  
Bldg. 718 "E" St., Pineville, LA 71360  
E-mail: [wenda.a.woolf.nfg@army.mil](mailto:wenda.a.woolf.nfg@army.mil)  
Office: (318) 290-5392 / Fax (318) 290-5060