



STATE OF LOUISIANA
invites applications for the position of:
Grounds Maintenance Tech 1
***Part-Time #50311727**

An Equal Opportunity Employer

ANNOUNCEMENT NO. 134-2024
OPENING DATE: September 3, 2024
CLOSING DATE: Open Until Filled
SALARY: MW-210 / \$17.18 - \$30.92 hourly
JOB TYPE: Unclassified
LOCATION: LANG-GL, Carville, LA

BENEFITS:

Accrue annual and sick leave at reduced rate

***Part-Time employment is employment of
No more than 20 hours per week, paid hourly.
No Overtime allowed.**

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 under the Supervision of the Maintenance Foreman (Grounds). Performs tasks associated with the support of Facility Engineers, maintenance of equipment and other maintenance related tasks. Physically performs the manual labor associated care and upkeep of the Grounds at the Gillis W. Long Center. Performs a variety of Facility Engineers duties in support of the overall installation maintenance and repair workload, supports the Gillis W. Long Center during State emergencies and special projects. Maintains installation grounds, flower beds, road medians, fence lines and trees, performs Groundskeeper duties such as weed eating, wooding and mulching flowerbeds, pruning/trimming hedges and shrubs, trimming trees, designing and installing landscaping scenery, edging and keeping all drainage systems clean and free of debris. Provides quality control checks to ensure landscaping, grounds, and waste management contractors are performing service specified to contract agreement. Assist in removing of excessive waste material between scheduled pick-ups. Maintains and service all equipment assigned to the Shop. Must be able to operate and maintain a chainsaw. Must maintain and wear all safety related equipment and 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. Perform other duties as assigned.

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:

SSG Tracey S. McCorkel
LMD-HR (JCP-Gillis W. Long Center)
5445 Point Clair Road, Carville, LA 70721
E-mail: tracey.s.mccorkel.mil@army.mil
Office: (225) 319-4692