



**STATE OF LOUISIANA**  
**invites applications for the position of:**  
**Asst. Production Control Manager 1, 2 or 3**  
**#1049**

Equal Opportunity Employer

**ANNOUNCEMENT NO.** 135-2024

**OPENING DATE:** September 4, 2024

**CLOSING DATE:** September 18, 2024

**\*SALARY:**

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

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

MW-216 / \$53,643 - \$96,533 annually

**JOB TYPE:** Unclassified

**LOCATION:** CFMO, Training Center Pineville, Pineville, LA

***\*As part of a Career Progression Group, the level at which the vacancy is filled will be determined by the qualifications of the candidate selected.***

**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**

**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:**

**Operational Duties**

- Serve as assistant to the CFMO Facilities Management Branch Production Control Manager (the Operations Manager) and the CFMO Facilities Management Branch Manager.
- Coordinates receiving reports and updating trackers for Sustainment, Restoration, and Modernization projects within the Branch.
- Schedule meetings with personnel, contractors, consultants, and NGLA-CFF personnel to include preparation of meeting agenda, meeting room preparation, meeting participant notification and other necessary coordination.
- Manage the Facilities Management Software for the FM Branch. Provide updates and reports to the Branch Manager and Op's Manager as required.

- Manages all FM Branch trackers and briefs the Branch Manager as necessary.
- Receive and review Quality Assurance/Quality Control documents from Facility Maintenance personnel and prepare a roll up for the Facility Manager.
- Manage the Builder Trend program for the FM Branch. Provide updates and reports to the Branch Manager and Op's Manager as required.
- Manages the 101's process from submittal to completion. Review all 101s prior to Branch Manager submittal.
- Manage all Purchase Orders and be prepared to brief notes as required for Encumbrance Scrub.
- Serve as a Receiver in the LaGov system.

**Administrative Duties**

- Serves as the property book contact for FM. Create and manage an internal property book for the FM Branch.
  - Provide oversight to the CFMO GSA SOP tasks that include collecting and storing monthly driving logs, fuel card and receipts, and key issuance for work specific functions.
- Track all LMD Training for FM Branch State Employees until all required training is submitted to LMD.

**Core / Key Control Program Assistance**

- Provide the Core / Key Manager with administrative assistance as required. This includes requesting Work Orders through the Area Coordinators; requesting documentation from Area Coordinators or Project Managers for project specific core/key requests; and receive materials for the Key/Core Manager and store until they can install and sign keys over to the End User.
- Assist the Key/Core Control Manager with updating reports as necessary.
- On Urgent or Emergency basis, provide core/key maintenance as a back-up to the Core/Key Manager.

**Other Duties**

- Responds to emergency calls on a 24-hour basis as required.
- Performs other duties as assigned.

**POSITION QUALIFICATIONS:**

**Minimum Qualifications:**

Up to or beyond fifteen years of experience in facilities maintenance and/or construction management and/or construction coordination that includes project management and tracking.

**Knowledge, Skills, and Abilities:**

- Construction Project Tracking: Updating funding documents, tracking construction contracts, and managing project management software.
- Contract Documentation and Administration: Ability to review, correct, and submit contracts using the Office of State Procurement procedures according to Chapter 4 and 17 of the Louisiana Military Department Policies and Procedures Manual and other regulatory proponent guidance.
- Assist the Core/Key Manger as required.
- Develop and maintain client contacts.

**Research and understand:**

NG Pam 415-12 ARMY NATIONAL GUARD FACILITIES ALLOWANCES  
 DG 415-1 ARMY NATIONAL GUARD DESIGN GUIDE FOR READINESS CENTERS  
 DG 415-5 ARMY NATIONAL GUARD GENERAL FACILITIES INFORMATION DESIGN GUIDE  
 Federal Inventory and Support Plan (FISP)  
 Appendix 1, Army National Guard Facilities Program  
 NG PAM 420-10, Chapter 7, Contracting

**Familiarity with the Following:**

Project Tracking and providing construction project and sustainment repair updates.  
 Core/Key management assistance.  
 Managing project databases.

**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