



STATE OF LOUISIANA
invites applications for the position of:
Laundry/Janitorial Maintenance Tech 1,2 or 3
#163950

Equal Opportunity Employer

ANNOUNCEMENT NO. 006-2025

OPENING DATE: January 15, 2025

CLOSING DATE: January 29, 2025

***SALARY:**

MW-210 / \$35,734 - \$64,314 annually

MW-211 / \$38,230 - \$68,806 annually

MW-212 / \$40,914 - \$73,632 annually

JOB TYPE: Unclassified

LOCATION: LANG-GL, Gillis W. Long Center, Carville,
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

****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.***

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:

Works under the supervision of the Custodial Manager. When needed fills in for the Laundry Supervisor. Assist in directing Laundry and Custodial Operations. Cleans offices, bathrooms, hallways and any other assigned areas by sweeping, mopping, scrubbing and polishing. Cleans and waxes floors using industrial size mops and/or machines, strips and polishes floors using buffing machines. Wash blinds, windows and walls with prescribed solutions. Sweep sidewalks, porches and tile surfaces. Replace light bulbs and /or report safety hazards to supervisor. Folds and issues clothing and linens when assigned. Performs custodial related duties necessary for the upkeep of the buildings and grounds. Responsible for the upkeep of rooms, making sure they are ready for guest or leasing residents. Maintain and wear all safety related equipment and/or report any violations or deficiencies. Use energy conservation measures and ensure that these measures are taken daily before leaving the job site.

Maintain accountability of all equipment and ensure data cards are up to date. Maintain and practice good environmental protection measures. Must inform the supervisor of all telephone and address changes. Perform other duties as assigned.

POSITION QUALIFICATIONS:

This position requires recent laundry and janitorial experience, a dependable work attendance history and the ability to work well with employees and managers. Must be physically capable to perform laundry and cleaning services. May be required to operate a State vehicle, laundry and janitorial equipment (washing machine, dryer, carpet extractor, floor buffer, wet/dry vacuum etc.). Must have the ability to occasionally work weekends and holidays.

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