



LOUISIANA MILITARY DEPARTMENT

CFMO, Training Center Pineville
Recycling Material Handler 1, 2, or 3
#50388368

ANNOUNCEMENT NO. 017-2025
OPENING DATE: February 12, 2025
CLOSING DATE: February 19, 2025

***SALARY:**

MW-211 \$38,230 - \$45,885
MW-212 \$40,914 - \$49,109
MW-213 \$43,784 - \$52,541

*Salary indicates typical starting range. Level will be determined by qualifications.

JOB TYPE: Unclassified*

*Current Classified employees must give up their designation to accept this position. Unclassified employees serve at the pleasure of their appointing authority.

POSITION DESCRIPTION:

Operates all wheel vehicles and equipment over varied terrain and roadways for support of recycling operations. Manages cargo and supplies being transported. Oversees and checks proper loading and unloading of cargo on vehicles and trailers. Secures cargo against inclement weather, pilferage, and damage. Operates vehicle component material handling equipment (MHE), as required. Performs vehicle self-recovery and field expedients to include towing vehicles. Corrects or reports all vehicle deficiencies; supports mechanics where necessary. Compiles time, mileage and load data. Performs preventive maintenance checks and services (PMCS) on vehicles. Establishes and maintains stock records and other documents such as inventory, material control, accounting and supply reports. Establishes and maintains automated and manual accounting records, posts receipts and turn-ins, and performs dues-in and dues-out accounting. Reviews and verifies quantities received against bills of lading, contracts, purchase request, and shipping documents. Unloads, unpacks, visually inspects, counts, segregates, palletizes, and stores incoming supplies and equipment. Repairs and constructs fiberboard or wooden containers. Packs, crates, weighs, and bands recyclables and material. Constructs bins, shelving, and other storage aids. Operates material handling equipment (MHE). Work is performed under the direct supervision of the Recycling Program Manager. Assignments are given in the form of standard operating procedures, command policies, and verbal instruction. The objectives and goals are as provided by the Recycling Program Manager. The incumbent completes work as tasked, resolves conflicts that arise, and coordinates with other staff/agencies. The supervisor reviews work for accuracy and provides technical guidance related to subject matter outside of the scope of this job or skill set of the employee. Perform other duties as assigned.

POSITION QUALIFICATIONS:

- Graduation from a standard high school or equivalent GED and two (2) years related experience, of which one (1) year must be directly related.
- Proficient in computer skills with applications related to word processing, spreadsheets, and database management.
- Never convicted of a felony.

BENEFITS

Retirement: LASERS
Insurance: Medical, Dental, & Vision
Paid Holidays: 10 plus proclaimed
Annual Leave: 96 hours per year with tenure increases
Sick Leave: 96 hours per year with tenure increases

- Possess a valid driver's (commercial Class A) license and show proof thereof or be able to obtain such as a condition of employment.
- Able to perform the essential functions of the position.
- Demonstrated writing and oral communication skills capable of preparing and articulating detailed and complete statements of work (SOW) for public procurement.

GENERAL REQUIREMENTS:

- Must have a valid Driver's License, Social Security Card and Birth Certificate.
- Must be available to report to duty during emergency or disaster situations. Other periodic travel may be required.
- Must meet physical requirements to perform functions of the position.
- Must attend/complete all Louisiana Military Department (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:

- All LMD positions require in-office attendance. This is not a remote position.
- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- For positions requiring computer/email access selected applicant must qualify to obtain a Department of Defense Common Access Card (CAC) Card and maintain eligibility.
- LMD is a substance abuse and drug free workplace. The selected applicant must pass a preemployment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.
- To become an employee of the LMD you must be a current member of the Louisiana National Guard or eligible for membership in the Louisiana State Guard.
- The selected applicant must pass a preemployment criminal background investigation prior to employment.

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 12:00 a.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
 Office: (318) 290-5392 / Fax: (318) 290-5060