



LOUISIANA MILITARY DEPARTMENT

LANG-GL, Gillis W. Long Center

Installation Safety Coordinator 1, 2, or 3

184474

ANNOUNCEMENT NO. 083-2025

OPENING DATE: July 22, 2025

CLOSING DATE: August 5, 2025

***SALARY:**

MA-613 \$35,734 - \$44,346

MA-614 \$38,230 - \$47,445

MA-615 \$40,914 - \$50,752

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

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

JOB TYPE: Unclassified

Current Classified employees must give up their designation to accept this position.

POSITION DESCRIPTION:

Serves as the Installation Safety Coordinator at the Gillis W. Long Center (GWLC) liaison between GWLC, SMD, and FARA Representative. Familiar with the State Risk Management Prevention Policy Statement. The Adjutant General's Management Safety Policy, the GWLC Safety and Loss Prevention Program. Investigates, documents and reports all accidents and or injuries. Gather and file incoming safety related correspondence. Maintain files of outgoing safety related correspondence and training records regarding safety. Assist in the preparation of Safety training and reporting programs. Tracks and reports Official Driving Records. File reports and to leadership: Monthly Building Inspection, accident Reports & Investigations, Conduct all Safety Training: Tracking filing and reporting on Official Driving Records (ORD), prepare and forward Da-2041, DA-2000, DA-3000, WC 1007, WC 1025 (Accident Report Forms) immediately to SMD-R, Follow-up on accidents reports with prevention measures to reduce accidents, Administer and track the return of reports, plan, develop and implement safety training for new employee orientation and annual requirement program. Ensures potable water samples are properly collected, documented, and submitted monthly. Ensures proper tracking, documentation and reporting of Installation air emissions annually (boiler and generator run-times). Ensures proper storage, documentation, reporting and disposal of all hazardous and industrial waste materials. Maintains Installation calendar and ensures proper coordination of events in the absence of the Operations Officer. Required to work some weekends and all emergency operation. Environmental Control Officer duties maintain good environmental protection measures. Must be familiar with United States Environmental Protection Agency and local environmental regulations. Develop plans, permits, and procedures for air quality, hazardous waste, spill prevention, and wastewater. Prepare Installation for audits and site inspections to assure compliance with state and federal environmental laws, regulations and standards and conformance with policies, guidelines, and procedures. Educate and train employees on regulations and ECO practices. Physical demands in this position require very large amounts of walking and stair climbing and unavoidable hazards. Report to Operations Officer any safety violations, and follow-up to ensure it is corrected. Request 101's for all safety supplies products or training items required. Evaluate contractor activities to assess compliance risk. Report to Operations Officer any safety and environmental violations, and follow-up to ensure it is corrected. Must use energy conservation measures and ensures that these measures are taken daily before leaving the job site, maintain accountability of all equipment of verify that data cards are up to date. Maintain and update the Property Exposure. Collaborate with internal, external auditors and HR when needed. Must inform the supervisor of all telephone and address changes. Perform other duties assigned.

Equal Opportunity Employer and State as a Model Employer (SAME)

POSITION QUALIFICATIONS:

Certified water collection & wastewater treatment, certified water treatment, water production and water distribution, trained in accident investigation, ORM Loss Prevention training, certified forklift operation, authorized access to the Louisiana State Police Dept. of Public Safety and Corrections Office of Motor Vehicle database to obtain individual driver records.

GENERAL REQUIREMENTS:

- 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.
- 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 pre-employment 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 pre-employment 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. Tracey S. McCorkel
LMD-HR (JCP - Gillis W. Long Center)
5445 Point Clair Rd. Carville, LA 70721
Email: tracey.s.mccorkel.nfg@army.mil
Office: (225) 319-4692