



LOUISIANA MILITARY DEPARTMENT

CFMO, Hammond

Manager (Contracts/Q&A) - Temporary

50676740

ANNOUNCEMENT NO. 123-2025

OPENING DATE: October 01, 2025

CLOSING DATE: Open Until Filled

***SALARY:**

MT-312 \$50,003 - \$60,008

BENEFITS

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

*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.

POSITION DESCRIPTION:

Ensure construction contractors, architects and engineers adhere to contract documents that encompass the following major elements: 1) general conditions; 2) plans and specifications; 3) schedule of deliverables; 4) design and construction schedules; 5) quality assurance plans; 6) submittal schedules; 7) pre-installation and progress meetings; 8) pay application submissions; 9) change modification requests; and 10) warranty and close out documents. Hold contractors and designers accountable. Collaborate with internal and external stakeholders to ensure project success. Establish professional relationships with civilian construction and design professionals. Establish clear lines of communication within the project chain of command to address issues and achieve conflict resolution. Establish relations and coordinate with unit representatives and LMD Contracting Officer. Synchronize construction efforts with building/facility support requirements to ensure project is delivered on time and is ready for use. Contractors must submit and update construction schedules in order to coordinate furniture delivery, installation of electronic security and surveillance equipment, IT equipment, utilities turnover, and other support requirements as necessary. Establish substantial completion dates for building occupancy at new facilities and renovated facilities where troops are displaced. Track project statuses that coincide with construction or design schedules. Tracking % complete, substantial completion date, contract end date, total project cost, change orders, and current project status to identify and foresee and address potential problems. Maintain document control and archiving all warranty information that is to be provided by the contractor or designer in accordance with the contract documents. Document and address non-conformance items in accordance with contract documents. Collaborate with LMD Contracting Officer to address issues that cannot be resolved at the project level through official correspondence. Minimize construction costs and time delays. Keep "non-Owner generated" change orders for new construction to > 5% and renovations > 10%. Change orders must contain independent cost estimate and sufficient back up documentation that justify both cost and time. Additional duties as assigned.

POSITION QUALIFICATIONS:

Two years of experience in at least one of the following positions: 1) Contract Management; 2) Business Owner; 3) Project Management. BA/BS from accredited institution (can be substituted for 10 years of project management experience).

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

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:

Mrs. Dawn Riess
LMD-HR (LANG-JB)
6400 Saint Claude New Orleans, LA 70117
E-mail: dawn.t.riess.nfg@army.mil