LOUISIANA MILITARY DEPARTMENT

LANG-CB, Camp Beauregard (Pineville, LA)

Range Keeper

50342185

ANNOUNCEMENT NO. 003-2026
OPENING DATE: January 06, 2026
CLOSING DATE: January 20, 2026

***SALARY:**
MA-619 $53,643 - $66,539

*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:

Establishes and monitors the Range Safety Program. Provides input for long-range plans and programs to ensure facilities are forecasted and provided in a timely manner. Monitors state and federal equipment and coordinates required preventative maintenance and repairs. Plans, coordinates, supervises and directs day-to-day range support activities. Coordinates manning for all range firing missions monthly and ensures manning for range firing missions has been requested, approved, and allocated. Provides incoming units with safety brief, range supplies, maps, and other support documents needed for range and training area use. Acts as liaison between units/organizations utilizing the Camp Beauregard Range Training Complex. Collects customer satisfaction data and reports feedback. Provide customer service to units/organizations inquiring about resources available. Serve as the central point for control and coordination for all activities conducted within the installation training complex and Esler Airfield to ensure safety and unified operations. Approve, control, and monitor personnel access into the installation training complex for both training and administrative activities. Assist in all range scheduling activities. Maintain current maps and overlays of the training complex impact area boundaries, danger zone diagrams, and ground hazards for dissemination of information to installation training complex users. Coordinate safety issues with appropriate installation staff including the installation Safety Officer. Determines work assignments and governs subordinates pertaining to the maintenance, troubleshooting, and repairing automated and non-automated ranges, support buildings, and training areas. Monitor RFMSS and ensure ranges and training areas are ready for units and organizations. Maintain and update RFMSS files of current and historical usage data on the installation training complex to include known hazards, type of ammunition expended on each range, dud accumulation and disposal records, and clearance status of temporary, dedicated, and high-hazard impact areas where available. Maintain original records of current and historical danger zones, weapon system safety data, firing limitations, and survey data for firing points and impact areas within the installation training complex boundaries. Ensures that all OIC, NCOIC and RSO's have received baseline education addressing the use of installation training complex facilities, including installation procedures for opening and closing facilities, communications requirements, and medical evacuation procedures. Coordinate, as required, with installation facilities engineers for maintenance of ranges and training facilities to provide safe operating conditions. Develop, update and publish range standard operating procedures. Assists the Range Management Authority and the Range Operations Officer in monitoring the RTLP and ITAM budgets that support the NGLA range program and makes recommendations as needed. Coordinate with local EOD, environmental, installation safety, and other involved staff organizations for clearance of specific UXO on a case-by-case basis as dictated by mission requirements.

POSITION DESCRIPTION CONT.

Coordinate with state forestry and environmental personnel on land maintenance, timber acquisition, and prescribed burns of training areas. Coordinate training area closures with LWDF Wildlife Management Personnel. Ensure all WMA stations (7) and the social media account are updated monthly with current and accurate information as to UXO procedures and training area closures. Ensure all range safety markings, lighting, and signage are functioning and visible from all firing points. Ensures grounds and roadway maintenance is performed on all ranges, bivouac sites, helicopter landing zones, training areas, maneuver lanes, thru access roadways, fire breaks, unimproved roadways and property lines. Ensure bi-weekly payroll for all state employees. Complete annual employee reviews. Supervises construction, installation, maintenance and preventive maintenance on all Camp Beauregard Training Area and Esler Airfield structures. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Must complete Range Operations Professional Development (ROPD) Range Operations Course and Level 2 Range Safety Course every 5 years. Must attend Range Facility Management Support System (RFMSS) training. Must have working knowledge of computers to include writing programs to adapt to changing range qualification standards. Must have a working knowledge of Surface Danger Zones (SDZ) for all utilized weapon systems. Must possess knowledge and interpersonal skills in order to deconflict range usage with both Department of Defense (DOD) and Non-DOD agencies. Must have valid Driver's License (preferred CDL Class A).Must be able to communicate well with customer units and other employees. Must be able to determine repair parts requirements, obtain quotes and complete forms to get approved for purchase. Must be able to account for tools and equipment assigned. Must have an RCAS account or have the ability to obtain one. Will be required to communicate range safety directives to all levels of using agencies to include civilians. Prepares routine correspondence and drafts replies on complicated matters for approval. Coordinates support requirements for all customers utilizing the Camp Beauregard Range Training Complex.

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 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:

Timothy Groh
LMD-HR (Camp Beauregard)
235 H Street, Pineville, LA 71360
Email: timothy.j.groh.nfg@army.mil