



LOUISIANA MILITARY DEPARTMENT

LANG-GL , Gillis W. Long Center, Carville, LA

Facility Manager 1, 2, or 3

50388358

ANNOUNCEMENT NO. 017-2026

OPENING DATE: January 29, 2026

CLOSING DATE: February 12, 2026

***SALARY:**

MA-619 \$53,643 - \$91,350

MA-620 \$57,408 - \$97,737

MA-621 \$61,422 - \$104,578

*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:

Supervises Special Staff and performs personnel functions to include monitoring time sheets and work schedules for all employees of Fiscal, Safety, Billeting/Housing, Exchange/MWR, Logistics. Plans, directs, and organizes Installation resource allocations. Provides technical assistance regarding tenant contracts. Responsible for tenant meetings, Installation Calendar and reviews internal audits. Serves as Equal Employment Office. Monitors all Logistical activities including property control and accountability of all moveable state property supporting the infrastructure of the Louisiana National Guard, GWLC at Carville, Louisiana. Responsible for establishing and implementing departmental policies. standard Operational Procedures (SOPs), goals, objectives and procedures in accordance with the Director and Deputy Director guidance and LANG. Serves as the secondary Anti-terrorism (AT) Level II Officer for the Post. Serves as the Post Emergency Preparedness Officer. Supervises the planning, organizing, directing and preparedness of GWLC for all emergencies. Serves as Coordinator for professional technical, and administrative matters of policy and coordination for a wide diversity of functions including long-range and annual work planning. the establishment of annual programs, and the review/evaluation of said programs within the GWLC Office of Emergency Preparedness Serves as the GWLC consultants on Emergency Service matters attend policy, community relations and planning conferences and meetings to advise and consult on problems, current and projected. Formulates and promulgates staff operating policies for natural disasters and administrative aspects of installation emergency service functions and make sure that these policies are properly executed with the assistance of the staff elements. Serves as Physical Security Officer Conducts annual installation/facility risk assessment and physical security survey. Conducts assessments of AA&E facility storage Ensure "Restricted Area" warning signs are posted on the exterior wall of AA&E storage rooms. Serves as the Energy Conservation Officer. Prepares, revises, and disseminates instructions and guidance on conservation measures to GWLC activities. Coordinates with Facility Engineer on building repairs and modifications needed to conserve utility energy. Ensures Exchange/MWR is prepared to pass yearly internal audit by LMD. Ensures energy conservation measures are being implemented within in Exchange/MWR facilities. Ensures accountability of all Exchange/MWR equipment. Perform other duties as assigned.

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

POSITION QUALIFICATIONS:

Ability to work independently with general guidance to meet objectives. Comprehensive knowledge of laws, regulations, and policies which affect personnel professional development. assignments. morale. welfare, discipline, performance, awards and recognition. Knowledge of the mission, organization, and work processes of both the Louisiana National Guard and the Louisiana State Military Department and their relationship. Board understanding of planning, programming, and master planning concepts and procedures. Knowledge of the state facility inventory sufficient to complete planning and programming responsibilities and influence decision to the most efficient, economic, and safe approach.

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. Rabalais
LMD-HR (JCP - Gillis W. Long Center)
5445 Point Clair Road, Carville, LA 70721
Email: tracey.s.mccorkel.nfg@army.mil
tracey.s.rabalais.nfg@army.mil