



LOUISIANA MILITARY DEPARTMENT

LANG-CB, Camp Beauregard (Pineville, LA)

Facility Manager 1, 2, or 3

185505

ANNOUNCEMENT NO.044-2026

OPENING DATE: March 11, 2026

CLOSING DATE: March 25, 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.

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 DESCRIPTION:

Serves under the direct supervision of the Deputy Director, he/she assists in the overall operational aspects of the Garrison. Supervises staff and performs personnel functions to include conducting employee performance evaluations (CPM) and professional development. Ensure LMD workforce safety training and compliance. Foster a culture of accountability and customer service toward tenants. Resolve personnel issues and operational conflicts. Manage work schedules for all employees of Safety, Lodging/Housing, MWR, Custodial, Grounds, and Logistics. Lead and oversee all facility operations and support services. Ensure annual property accountability, operational readiness, safety, compliance, and efficiency. Provides technical assistance regarding tenant contracts. Responsible for tenant meetings, Installation Calendar and reviews internal audits. Monitors all Logistical activities including property control and accountability of all movable state property supporting Camp Beauregard. Coordinate supply chain operations and asset accountability. Oversee garrison property book management and equipment tracking and servicing. Ensure proper storage, distribution, and life cycle replacement of warehouse stock. Manage equipment and vehicle service schedule in Maintain X. Maintain regulatory compliance with state and federal standards. Responsible for establishing and implementing departmental policies, Standard Operating Procedures (SOPs), goals, objectives and procedures in accordance with the Director and Deputy Director guidance and LANG. Serves as the Post Emergency Preparedness Officer. Supervises the planning, organizing, directing, and preparedness of Camp Beauregard for all emergencies. Serves as Energy Conservation Officer. Prepares, revises, and disseminates instructions and guidance on conservation measures. Ensure compliance with LMD Fees and Self-Generated Revenue (FSGR). Prepare documentation for monthly audits and annual command inspections. Track performance metrics and service level agreements (SLAs). Develop corrective action plans for deficiencies. Provide monthly reporting to Garrison leadership. Monitor staffing, MOA contracts, and employee standards. Ensure MWR is prepared to pass yearly internal audit by LMD. Manage long-term and short-term rental assets and utilization rates. Monitor daily on-line lodging operations and guest services. Monitor on-line booking, occupancy rates, cost controls, room inspections, and checkout procedures. Monitor housekeeping staff for refresh and turnover rooms. Ensure compliance with Army lodging standards and short-term stay inspection standards. Maintain safety, security, and customer satisfaction metrics. Provides custodial services oversights. Develop and manage cleaning schedules for all facilities. Monitor LMD custodial teams and contractor performance. Ensure sanitation, hygiene, and infection control standards.

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

POSITION DESCRIPTION CONT:

Conduct quality assurance inspections and corrective actions. Monitor budgetary cleaning supply, procurement, and inventory control. Oversee offender labor or LMD grounds crew for lawn care, landscaping, and seasonal services. Support garrison events set up, execution, and take down. Coordinate exterior building cleaning and storm response operations. Maintain irrigation systems and drainage infrastructure. Ensure grounds safety and compliance with environmental and safety standards. Implement sustainability and beautification initiatives in conjunction with 2052 vision. Provide input for creation and management of the garrison's annual operating budgets. Provide input for the garrison expenditures and cost-control measures. Forecast resource requirements and capital improvements. Manage and review fixed contracts and vendor performance. Ensure fiscal accountability and transparency across lines of accounting. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Ability to work independently with general guidance to meet objective. Comprehensive knowledge of laws, regulations, and policies which affect personnel professional development, assignments, morale, welfare, discipline, and performance, awards, and recognition. Knowledge of the mission, organization, and work processes of both the Louisiana National Guard and the Louisiana Military Department and their relationship. 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:

Mrs. Ceann Jackson
LMD-HR (Camp Beauregard)
235 H Street, Pineville, LA 71360
Email: ceann.j.jackson.nfg@army.mil