



LOUISIANA MILITARY DEPARTMENT

CFMO, Camp Beauregard, Pineville, LA

Recycling Material Handler 1, 2, or 3

50615865

ANNOUNCEMENT NO. 103-2026

OPENING DATE: June 18, 2026

CLOSING DATE: July 02, 2026

***SALARY:**

MW-211 \$38,230 - \$45,885

MW-212 \$40,914 - \$49,109

MW-213 \$43,784 - \$52,541

*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:

Operates all-wheel vehicles and equipment over varied terrain and roadways for support of recycling operations. Manage transported cargo and supplies ensuring proper loading and unloading of cargo. Secures cargo against inclement weather, pilferage, and damage. Operates vehicle component material handling equipment (MHE), as required. Performs vehicle self-recovery and field expedients, including towing vehicles. Correct and report all vehicle deficiencies; supports mechanics where necessary. Compiles time, mileage, and load data. Performs preventive maintenance checks and services (PMCS) on vehicles and equipment. Establishes and maintains stock records and other documents such as inventory, material control, accounting, and supply reports. Establishes and maintains automated and manual accounting records, posts receipts and turn-ins. Performs dues-in and dues-out accounting. Review and verify quantities received against bills of lading, contracts, purchase requests, and shipping documents. Unloads, unpacks, visually inspects, counts, segregates, palletizes, and stores incoming supplies and equipment. Repairs and constructs fiberboard or wooden containers. Packs, crates, weigh, and band recyclables and materials. Constructs bins, shelving, and other storage aids. Operates material handling equipment (MHE). Work directly under the Recycling Program Manager. Assignments are given in the form of standard operating procedures, command policies, and verbal instructions. The objectives and goals are as provided by the Recycling Program Manager. The incumbent completes assigned work, resolves any conflicts that arise, and coordinates with other staff/agencies. The supervisor reviews work for accuracy and provides technical guidance on subject matter outside the scope of this job or skill set the employee. Perform administrative procedures, maintenance of equipment, load-out of trucks for scrap paper, cardboard, steel, light metals, pallets, and pick-up of recyclables for the Recycling Center. Perform daily maintenance of equipment. Ensure all recycling areas are clean and trash is picked up daily. Observe all posted speed limits and police all recyclables to and from recycling pickup and drop-off points. Shall work in inclement weather and operate forklifts, hand trucks, loaders, and various other pieces of heavy equipment to load recyclable materials. Work schedule and duty hours vary according to mission requirements. Separate metals, brass, aluminum cans, plastic, and paper into bins. Required to climb in and out of recycling trailers and containers to transfer recyclables. Trailer heights can vary by 5 or more feet, making it hard to climb in and out. Required to lift various weights of up to 90lbs. Pick up and sort pallets from Louisiana Army National Guard (LAARNG) facilities as directed. Monitor waste dumpsters for excessive recyclable items being thrown into the waste stream, report such occurrences, and retrieve recyclables. Ensure customer satisfaction and assist the customer when necessary. Perform other duties as assigned.

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

POSITION QUALIFICATIONS:

Must possess a high school diploma or equivalent GED and one (1) year related experience. Proficient in computer skills with applications related to word processing and spreadsheets. Capable of operating material handling equipment (MHE) specifically forklift and skid-steer. Able to perform the essential functions of the position. Demonstrated writing and oral communication skills capable of preparing and articulating detailed and complete statements of work (SOW) for public procurement.

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. Kandice Miller
LMD-HR (Camp Minden)
100 Louisiana Boulevard, Minden, LA 71055
E-mail: kandice.m.miller2.nfg@army.mil