

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Range Keeper (NCO) #50342185

ANNOUNCEMENT NO. 028-2016

SALARY: AS-619 / Minimum \$41,538 / Maximum \$87,402 annually

LOCATION: LANG-CB, Camp Beauregard, Pineville, Louisiana

OPEN: 6 April 2016

CLOSE: 19 April 2016

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Must complete Range Operations Professional Development (ROPD) Phase 4A and Level 2 Range Safety Course. Must attend 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 allowing for de-conflicting of range usage with both Department of Defense (DOD) and Non-DOD agencies. Must have valid Driver's License and Equipment Qualification. 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.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC). Ability to work and communicate effectively with peers, superiors and subordinates. Travel will be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. 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 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 insure 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 RSOs 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 Control 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. Coordinate with state forestry personnel on land maintenance, timber acquisition, and prescribed burns of training areas. Coordinate impact area closures with Wildlife Management Agents (WMA) and ensure that all WMA stations (6) are updated monthly with current and accurate information as to UXO procedures and training area closures due to usage. 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. Complete bi-weekly payroll for all state employees. Complete annual employee reviews. Supervises construction, installation, maintenance and preventive maintenance on all Esler Airfield structures. Report to work on time, dress IAW SMD SOP, personal hygiene IAW SMD SOP, and follow all the regulations and SOPs for the area working in and complete all required LMD Training. Complete SHARP Training annually and foster a sexual harassment free environment. Complete all mandatory safety training. Attend all mandatory meetings (Safety, Town hall, etc). Perform other duties as assigned.

5. 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). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2015/10/LMD-H-Form-10-State-Application-1.pdf>** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

SFC (Ret) Theresa Walker

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