

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Sr. Contracts & Quality Assurance Manager #TBD

ANNOUNCEMENT NO. 101-2022

SALARY: MT-317 / Minimum \$67,309 / Maximum \$117,936 annually

LOCATION: LA Military Department, CFMO, Jackson Barracks, New Orleans, Louisiana

OPEN: 27 April 2022

CLOSE: 11 May 2022

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.

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:** Minimum Qualifications: Seven years' of experience in at least one of the following: Contract Management; Business Owner; Senior Project Management. BA/BS from accredited institution. Knowledge, Skills and Abilities: Analytical mind with problem-solving aptitude. Enterprise level management and coordination. Conflict resolution. Creative and critical thinking skills. Organizational and leadership skills. Cost estimating and budget management. Excellent verbal and written communication skills. Research and Understand: Louisiana Military Department Contract General Conditions and Front End Documents. Louisiana Public Bid Law and Bid Opening Procedures. Louisiana Army National Guard Real Property Development Plan. Louisiana Army National Guard Guiding Principles for Facilities. Applicable Unified Facilities Criteria IAW with Building Design. Army National Guard Design Guides (DG): DG 415-1 (Readiness Centers); DG 415-2 (Logistics Facilities); DG 415-3 (Aviation Facilities); DG 415-4 (Training Site Facilities) and DG 415-5 (General Facilities Information Design Guide). NG Pam 415-12 Army National Guard Facilities Allowances. CFMO Strategic Initiatives. CFMO Long Range Readiness Center Sustainment and Modernization Plan. CFMO Military Construction (MILCON) Timeline.

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

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. Must attend/complete all LMD annual training and other training required for the position. Must adhere to the Code of Ethics and foster a Sexual Harassment-Free Environment.

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. The successful applicant will be required to join the Louisiana State Guard as a condition of employment. Service in the Louisiana State Guard does not require the applicant to perform military training, periodic inactive duty (monthly drills), nor does it require deployment outside of the State of Louisiana. The applicant can expect that service in the Louisiana State Guard to be substantially the same as normal State Government working conditions.

4. POSITION DESCRIPTION: Ensure construction contractors, architects and engineers adhere to contract documents that encompass the following major elements: General conditions; plans and specifications; schedule of deliverables; design and construction schedules; quality assurance plans; submittal schedules; pre-installation and progress meetings; pay application submissions; change modification requests; and warranty and close out documents. Hold contractors and designers accountable. Collaborate with internal and external stakeholders to ensure project success. Establish professional relationships with civilian construction and design professionals. Establish clear lines of communication within the project chain of command to address issues and achieve conflict resolution. Establish relations and coordinate with unit representatives, CFMO Branch Chiefs, LMD Contracting Officer and National Guard Bureau counterparts. Select, develop, mentor and award employees. Develop and establish a highly effective and professional team that is focused on delivering quality projects on time in order to maintain and build readiness for the Louisiana Army National Guard. Make sure employees have both the guidance, training and tools to be successful and effectively manage department's resources. Reward employees that accomplish established goals. Synchronize construction efforts with building/facility support requirements to ensure project is delivered on time and is ready for use. Contractors must submit and update construction schedules in order to coordinate furniture delivery, installation of electronic security and surveillance equipment, IT equipment, utilities turnover and other support requirements as necessary. Establish substantial completion dates for building occupancy at new facilities and renovated facilities where troops are displaced. Develop effective and efficient means to track project statuses that coincide with construction or design schedules. Must include completion %, substantial completion date, contract end date, total project cost, change orders and current project status. Utilize tracking tool as a proactive means to identify and foresee and address potential problems. Develop document control processes and procedures to manage and archive project files in a digital and analog format. Develop specific document control process for maintaining and archiving all warranty information that is to be provided by the contractor or designer in accordance with the contract documents. Document and address non-conformance items in accordance with contract documents. Collaborate with LMD Contracting Officer to address issues that can't be resolved at the project level through official correspondence. Manage assigned project budgets. Minimize construction costs and time delays. Keep "Non-Owner Generated" change orders for new construction to >5% and renovations >10%. Change orders must contain independent cost estimate and sufficient back up documentation that justify both cost and time. Conduct employee appraisal and counseling sessions; track and complete mandatory training requirements; serve on Architect & Engineer Selection Boards; update and brief CFMO and senior leaders on project statuses; and ensure property and resources for department are accounted for and properly maintained. 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/2016/10/LMD-H-Form-10-State-Application-pdf-10-25-2016NEW.pdf>.** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

Mrs. Dawn Riess

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