

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Manager (Camp Villere) #50382279

ANNOUNCEMENT NO. 128-2020

SALARY: MA-619 / Minimum \$51,917 / Maximum \$102,170 annually

LOCATION: LA Military Department, LANG-JB, Camp Villere, Slidell, Louisiana

OPEN: 14 August 2020

CLOSE: 27 August 2020

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:** Must have computer skills, with a working knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint, etc.). Must be able to work with minimal guidance, instruction or supervision.

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: Serves as the primary advisor to the Installation Commander and the Post Sergeant Major with the management, administration and coordination of all installation activities with particular interest on morale, welfare, discipline, performance, promotion, assignment and reassignment as they effect the service contributors of Camp Villere personnel to the accomplishment of Post missions. This includes Personnel Actions, Operations, Logistics, Force Protection, Facility Engineering, Infrastructure, Safety, Fiscal, Contracting, Purchasing, Emergency Planning and Special Projects. Promotes programs that save time, material and funds. Promotes safety programs concerning all phases of Camp Villere training and operations. Must possess effective written and oral communication and interpersonal skills and the ability to deal with all levels of personnel and the general public in a professional and effective manner. Supervises Camp Villere construction, installation maintenance and preventive maintenance programs. Provides assistance in planning, design, execution and quality control/assurance of maintenance on construction projects. Responsible for operating a wide variety of equipment necessary to perform construction and maintenance work on buildings and grounds. Prepares and submits scopes of work, bill of material, cost estimates and purchase requests for repairs to HVAC, electrical, plumbing systems, facilities and equipment. Coordinates with contractors on projects for the installation. Maintains vehicle logs, service order records and purchase receipts. Supervises and assists with tool inventories, vehicle and equipment maintenance. Monitors and ensures the following required inspections are completed as required: Fire Marshall, fire alarms, sprinkler, fire suppression systems and water heaters. Reads and interprets blueprints, schematics, shop drawings, data plates and diagrams. Schedule and maintain 4 weapon ranges. Schedule and maintain the HEAT Trainer and the Engagement Skills Trainer. Maintains and requisitions repair parts for lawn maintenance equipment. Schedule and maintain 8 training and maneuver areas at Camp Villere. Responsible for completing/submitting the Installation status report (JSR) and range usage reports. Responsible for Camp Villere real property accountability and inventory. Manages and maintains the Range and Training Land Program (RTLTP) and Integrated Training Area Management (ITAM) programs. Manages and maintains Range Facility Management Support System (RFMSS). 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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