

STATE VACANCY ANNOUNCEMENT

***AMENDED**

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LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Manager (Production Control) #50376526

ANNOUNCEMENT NO. 195-2018

SALARY: WS-218 / Minimum \$44,491 / Maximum \$79,789 annually

LOCATION: LA Military Department, CFMO, Camp Beauregard, Pineville, Louisiana

OPEN: 15 November 2018

***CLOSE:** 14 December 2018

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:** Up to or beyond fifteen years of experience in facilities maintenance and construction, five years of which must have been in direct project management support of journeyman level activities, in the installation/operation, repair and/or maintenance of large commercial mechanical equipment such as air conditioning, heating, refrigerating, pumping, generating or closely related systems. Working knowledge, skill and ability in the following areas: Construction Costing - Developing Independent Government Cost Estimates (IGCE); Architectural Design - Ability to interpret architectural designs, drawings and specifications; Contract Documentation and Administration - Ability to review, correct and submit contracts using the Office of State Procurement procedures according to Chapter 4 and 17 of the Louisiana Military Department (LMD) Policies and Procedures Manual (PPM); and Develop and maintain client contacts. Research and Understand: NG PAM 415-12 Army National Guard Facilities Allowances; DG 415-1 Army National Guard Design Guide for Readiness Centers; DG 415-5 Army National Guard General Facilities Information Design Guide; Federal Inventory and Support Plans (FISP); Appendix 1, ARNG Facilities Programs; and NG PAM 420-10, Chapter 7, Contracting. Must be familiar with Energy Conservation; Hazardous Building Material; Life Cycle Costing and Strategic Planning.

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 primary advisor to the Facilities Maintenance Manager and as the Administrator over Camp Beauregard Facilities Maintenance personnel. Coordinates programming for Sustainment, Restoration and Modernization with State Services, Federal Services (NGB personnel as needed), Contractors, Environmental Program Manager and CFMO. Schedules meetings with personnel, contractors, consultants, the public and NGLA-CFM-FM personnel to include preparation of meeting agenda, meeting room preparation, meeting participant notification and other necessary coordination. Primary monitor and assessor of the reporting process for facilities management programs for the FM. Provides feedback and recommendations to the FM Branch Chief if changes are needed. Assists FM personnel in gathering data to track and analyze work being performed in the field. Provide technical assistance when needed to include training. Collects rollup of work orders from FM personnel and provides a monthly status to the FM in order to review progress of work from initiation to closure. Assists in the evaluations of subordinate personnel performance. Manages daily, weekly and monthly goals and objectives for the Facility Maintenance Branch at Camp Beauregard. Manages Time, Attendance and Performance Reviews for Facility Management employees at Camp Beauregard. Receive and review Quality Assurance/Quality Control documents from Facility Maintenance personnel and prepare a roll up for the Facility Manager. Assists the FM with coordination, management, and monitoring of statewide facilities management program(s). Assists the FM with the development and implementation of policies and procedures for the FM Branch. Provides direct supervision to all FM personnel with guidance and direction from the FM when they are not readily available. Develops and/or assists in the development of briefings for LANG and non-LANG agencies. Brief agencies when the FM is not readily available to do so. Assists in the preparation of briefings from other FM personnel to those agencies if needed. Assist the FM in consulting with other agency directors in and out of LANG to ensure continuity of operations within the FM Branch. Serves in place of the FM on committees and acts a consultant to other committees when directed to do so. Consults with architects, engineers and contractors regarding project design, construction procedures and contract requirements. Discuss plans, specifications and work schedules with contractors. Performs updates and revisions to project management scheduling tools and modify project templates as approved. Assembles data from FM Team Leads and/or personnel and prepares roll ups for the FM as necessary. Makes recommendations to the FM for technical and project/contract adjustments. When projects are assigned, provide guidance to FM personnel assigned as Project Managers and monitor progression for adequacy, application of PM principles and ensure materials and labor are on time and within budget per the contract/SOW. Assists the FM personnel assigned with projects in writing the SOW, preparing the cost estimate, planning for the Pre-Bid Meeting, executing the Bid Opening and delivery of front end documents for 86/PFO memo approval. Assess the resource needs and works with the CFMO Property Book Officer to acquire those requirements for all FM personnel which include, but are not limited to, technology equipment, GSA vehicles, cell phones and other resources as necessary. Provides oversight to the CFMO GSA SOP tasks that include collecting and storing monthly driving logs, fuel card and receipts and key issuance for work specific functions. Responds to emergency calls on a 24-hour basis as required. Performs all other duties as assigned by the FM or the CFMO.

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.

Ms. Wenda Woolf / Ms. Christina Grimmert
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