

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Operations Manager 2 #1023

ANNOUNCEMENT NO. 219-2021

SALARY: MA-617 / Minimum \$45,344 / Maximum \$89,253 annually

LOCATION: LA Military Department, LANG-JB, Jackson Barracks, New Orleans, Louisiana

OPEN: 25 August 2021

CLOSE: 1 September 2021

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:** Ability to work independently with general guidance to meet objectives. Judgement and Decision Making. Must be highly motivated with a commitment to succeed. Ability to leverage resources and delegate effectively. Knowledge of state statutes, regulations, procedures and policies relating to facilities construction, property management, budget and contracting. Knowledge of the Public Assistance Program, Federal Emergency Management Agency (FEMA), Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) and Facilities Planning and Control (FP&C). Knowledge of Microsoft Office.

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: Advertise and provide all operations activities to the Post Commander. Develop and write Scopes of Work (SOW), outlining demolition, construction, renovation and repair projects to be accomplished on Jackson Barracks and Camp Villere. Serve as Liaison representing the Post Commander for all demolition, construction, renovation and repair projects on Jackson Barracks and Camp Villere. Synchronize all construction projects. Prepares necessary (Front end) documents for work to be contracted by civilian contractors. Coordinate with architects and general contractors as directed by the Post Commander. Attend all construction or special briefings as needed. Perform reviews of construction projects and ensures adequacy of supervision given by contractors. Review preparation of estimates, plans and specifications. Analyze trends to focus management attention on problem areas. Prepare and check bid proposals for contracts; supervise construction audits and final payments to contractors. Assist with preparation and conduct weekly update briefings concerning areas of responsibility. Resolve client/resident issues and complaints on operational matters to all contractors on Posts; be prepared to brief to higher level management, when needed. Communicate and implement firm operational guidelines and policies. Validate and QC all work accomplished on Jackson Barracks properties by contractors. Ensure operational excellence and seek quick and proper resolution to any issues that arise. Responsible for coordinating with Post Engineer Supervisor and Billeting Manager on their day of activities. Maintain contracting/construction continuing education. 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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