

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Supervisor (Facility Engineer)

ANNOUNCEMENT NO. 249-2021

SALARY: MW-214 / Minimum \$33,946 / Maximum \$60,861 annually

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

OPEN: 5 October 2021

CLOSE: 12 October 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:** Must have working knowledge of Microsoft Office Programs to include Outlook, Word, Excel, PowerPoint, Access, etc. Leadership training required. Must be able to work past normal duty hours and during times of emergencies as required by Post Commander and the Louisiana Military Department. Must attend classes, seminars, meetings and all training provided by LMD and outside agencies. Must attend training to stay proficient in construction and maintenance. Maintain a general knowledge of all trades and construction procedures. Security Engineering knowledge/certificate preferred.

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 Facility Engineer (FE) Superintendent for Jackson Barracks and Camp Villere. Advises the Commander and Post Sergeant Major of FE management and coordination of all FE activities. Manages facility maintenance and repairs, to include: electrical systems, water systems, sewer systems, storm drainage, roads and streets, security lighting, HVAC, energy management systems, carpentry, fire prevention systems, equipment maintenance, service order system, environmental compliance on Jackson Barracks and Camp Villere. Provides power tools, hand tools and protective gear for all PE crews. Utility Systems - Manages and coordinates maintenance, repairs and upgrades to all utility systems at Jackson Barracks by FE personnel and/ or utility local companies. Coordinates with Architects & Engineer (A&E) firms on utilities, construction, renovation, repair projects and surveys, rights of way, easements, etc. Maintains facilities and building maintenance files. Determines work assignments for Facility Engineers. Recommends hiring and promotions for Facility Engineers personnel. Conducts employee counseling sessions for Facility Engineers Supervisors. Reviews and evaluates subordinate personnel performance. Coordinates purchasing of repair parts and equipment for Facility Engineers. Conducts training and monitors training of employees. Assists employees with construction, installation, maintenance, repairs and preventive maintenance. Ensure periodic inspections of emergency generators are accomplished and the monthly emergency generator report is completed and turned in prior to the 5th day of the month. Ensures periodic inspections of evaluators are accomplished and the annual elevator inspections are completed. Assists employees in troubleshooting and analysis of equipment breakdowns and repairs. Manages, supervises and directs the daily activities of the FE section. Periodically inspects work in progress and upon completion for compliance with standards processes for the facility and the maintenance of equipment used. Inspects facilities and develops scopes of work for repairs or routine maintenance. Monitors vehicle usage and maintenance program for FE. Coordinates with State Fire Marshall for annual building inspections. Coordinates with local utility companies for repairs during and after normal duty hours. Coordinates with local utility companies for installation of new equipment. Supervises and assists with tool and equipment inventories for Facility Engineers. Coordinates with civilian contractors on post facilities, water points, location of water lines, sewer lines and other locally owned facilities. Attends contractor progress meetings. Maintains records incidental to all activities of the facility. Coordinates assistance for troop units during annual training and IDT projects. Assists the Facility Engineer Superintendent with completing the ISR accurately and maintains entire ISR Infrastructure and Services program for Jackson Barracks and Camp Villere. Coordinates with Jackson Barracks housing manager with housing inspections and records deficiencies by means of work orders. Performs 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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