

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Architect & Facility Planner #50655694

**ANNOUNCEMENT NO.** 261-2022

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

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

**OPEN:** 28 September 2022

**CLOSE:** 13 October 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 - Licensed Architect with five or more years of professional work experience as an Architect. Experience with the management and organization of architectural document submissions. High level of proficiency with AutoCAD is required. Team oriented, cooperative and collaborative performance culture is required. Ability to work and coordinate with multiple outside A/E firms. Knowledge, Skills and Abilities – Knowledge of design principles fundamental to military construction. Working knowledge of military construction and A&E project document control, project lifecycles, warranty documentation, funding documents, design software, and project management software. Excellent attention to detail and written and verbal communication skills. Knowledge of building codes to include local, state and federal codes. Research and Understand – DG-415, NG PAM-415 Series, Louisiana National Guard Principles and IBC (current edition). Familiarity with the Following – Federal Inventory and Support Plan (FISP), Form 420 R, DD1354 and MCCA. Metric Quantifiable Expectation – Design reviews at any state are to be completed within seven business days from receipt. As-Builts are to be reviewed and approved or rejected within seven business days of receipt.

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:** Serve as the Architect for the CFMO. Review and mark up plans submitted by contracted A/E firms. Conduct A/E boards. Assist Quality Assurance Branch with technical design and construction questions. Develop and design projects of limited scope. Develop and refine construction specifications documents. Review cost estimates for accuracy and feasibility. Develop Independent Government Estimates for A/E boards. Ensure A/E firms are submitting design documents in accordance with their design submission schedule. Assist in the organization and storage of as-built drawings and specifications in both digital and print format. Assist in the organization and storage of building systems warranty documents and Operations and Maintenance Manuals. Review and track A/E payments and contracts from inception until closeout. Update design progress tracking charts. Review and approve warranty document submissions from A/E firms and contractors. Review and approve as-built drawings and specification documents. Review and approve Operations and Maintenance Manual submissions. Submit an evaluation support form to the PD Branch Manager twice per year, 15 calendar days prior to the end of “Mid-Year” and “End-Of-Year” evaluation periods. Provide feedback on updates to the Louisiana National Guard Guiding Principles document based on modern design principles and emerging technologies. Perform all other duties as assigned by the PD Branch Manager 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.

Mrs. Dawn Riess

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