

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Range / Equipment Supervisor #1096

ANNOUNCEMENT NO. 294-2021

SALARY: MW-215 / Minimum \$36,317 / Maximum \$65,125 annually

LOCATION: LA Military Department, LANG-CB, Range Control, Camp Beauregard, Pineville, Louisiana

OPEN: 15 December 2021

CLOSE: 7 January 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:** Must possess a comprehensive knowledge of all range operations and policies. Must possess a comprehensive knowledge of all field training activities to include safe operation of grounds keeping equipment, heavy equipment, and facility maintenance practices. Must have organizational and managerial skills. Must be able to work independently to meet established deadlines and objectives. Must possess knowledge of preparing BOM's and SO W's. Must have basic mechanical knowledge to make estimates of parts and materials to make repairs to equipment and facilities. Must be able to supervise multiple crews performing different task at one time. Must maintain a valid Driver's License and attend State Employee Driver Training Class. Possess a working knowledge of computer and networking systems and the ability to process information.

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: Crew Supervisor for the Satellite Compound located within the Camp Beauregard Range Training Area. The Training Area contains 12,500 acres of land (bivouac sites, HLZ's, Training Areas, Ranges, Land Navigation Courses, Leader Reaction Course, Driver Training Areas, 50 miles of roads and trails, Lakes, Recreation area, drainage ditches, multiple bridges, culverts and water crossings, and numerous buildings and structures). Inspects buildings, grounds and equipment to determine needs for various types of repairs and maintenance work. Creates cost estimates of labor, materials and requisitions supplies and equipment. Becomes trained and receives the LaCarte Purchase Card for the purpose of purchasing all parts and material required to maintain all equipment to operational standards. Assigns daily/weekly/monthly tasks to seasonal maintenance crews and full-time equipment operators. Coordinates with contractors and Facility Engineers for access to structures for repairs and constructions. Assists in day-to-day RTLP and IT AM training area maintenance activities. Anticipates requirements and makes necessary recommendations for the efficient and economic accomplishment of assigned work by subordinates with general work schedules set by supervisory levels. Responsible for minor maintenance and mechanical operation of various types and sizes of mechanical equipment consisting of cranes, earth movers, bulldozers, tractors, track hoes, skid steers, front end loaders, mowing machines, road graders, back hoes, emergency electric generators, lawn equipment, tree maintenance equipment, pesticide, herbicide and fertilizer application equipment etc. Construction, alteration and security of grounds and equipment as it applies to Ground/Maintenance Management. Provides input for long-range plans of maintenance to ensure facilities are provided in a timely manner to requiring units. Provide customer service to units and organizations inquiring about resource availability. Coordinate, with Wildlife and Fisheries with regards to removing feral hogs from training areas once detected. Must track equipment maintenance, fuel consumption, and usage to ensure adequate supply. Safely train subordinate personnel on daily activities. Assists the Range Superintendent and the Range SEA in monitoring and establishing a funding execution plan with RTLP and IT AM budgets for training area maintenance and improvements. Coordinate with state forestry personnel on land maintenance, timber acquisition, and prescribed burns of training areas. Coordinate impact area closures with Wildlife Management Area (WMA) Agents. General duties and responsibilities as an LMD employee consist of the following: Complete all required training. Complete all required safety training. Attend required meetings (Safety, Town hall, etc.). Report to work on time, dress IAW LMD SOP, personal hygiene IAW LMD SOP and follow all the regulations and SOPs for the area working in. 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.

Wenda Woolf

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