



**STATE OF LOUISIANA**  
**invites applications for the position of:**  
**Facility Engineer Assistant**  
**#185106**

An Equal Opportunity Employer

**ANNOUNCEMENT NO.** 146-2023

**OPENING DATE:** July 12, 2023

**CLOSING DATE:** Open Until Filled

**SALARY:** MA-618/ \$50,128 - \$98,322 annually

**JOB TYPE:** Unclassified

**LOCATION:** LANG-GL, Carville, LA

**BENEFITS:**

Retirement: Louisiana State Employees' Retirement System (LASERS) with employer contribution & Optional Retirement Savings Account

Insurance: Medical & Optional Dental & Vision  
Paid Holidays: 10 days per year, additional holidays may be proclaimed.

Paid Annual Leave: 12 days per year with increases based on tenure

Paid Sick Leave: 12 days per year with increases based on tenure

Louisiana Military Department



**LANG-GL**

**Gillis W. Long Center**



**The Louisiana Military Department is an Equal Opportunity Employer and State as a Model Employer (SAME) to promote diversity and inclusion in the workplace.**

**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.**

**\*This State Vacancy Announcement supersedes Announcement No. 129-2023\***

**POSITION DESCRIPTION:**

Assist the Facility Engineer Manager in developing construction scopes of work. Maintain and prepare project tracking charts, via PowerPoint and Excel. Conduct job site inspections and verify work is in accordance with contract documents. Conduct building inspections. Extensively utilize MS Office products in execution of job duties. Write Purchase Orders on La State ISIS 101 system. Track costs, change orders and pertinent dates for construction contracts. Attend pre-bid, pre-construction and progress meetings. Assist with preparation of documents. Assist with processing of construction Change Orders and Payment applications. Coordinate with project Architect and/or Engineer. Interpret architectural and engineering drawings against contractor work and ensure compliance. Understand the innerworkings of a water chiller system, a water boiler system, a power distribution system, a wastewater treatment system, a potable water treatment and distribution system. Ability to monitor and control day to day operation of all these systems. Knowledge of underground utility lines, lift stations, pumps, electric motors, generators, and various valves. Ability to take courses and pass said courses for Wastewater Treatment 1, Wastewater Collection 1, Water Treatment 1, Water Production 1 and Water Distribution 1. Demonstrate a basic knowledge of civil construction as it pertains to roadways, drainage, parking lots, compaction tests, geotechnical reports and concrete testing.

Must maintain and wear all safety related equipment and/or report any violations or deficiencies. Must use energy conservation measures and ensure that these measures are taken daily before leaving the job site. Maintain accountability of all equipment and/or ensure data cards are up to date. Maintain and practice good environmental protection measures. Must respond to tenant requests with professionalism and courtesy. Must inform the supervisor of all telephone and address changes. Available for all State Emergencies. Perform other duties as assigned.

**POSITION QUALIFICATIONS:**

Construction background; specifically, the ability to develop scopes of work, read blueprints, submit bid proposals and provide quality control/assurance. Management Experience 3 years; specifically supervising various construction administration and supply personnel simultaneously. Minimum of an Associate's Degree; Bachelor's Degree preferred. Proficient in computer applications to include Microsoft Word, Outlook, Excel, etc. Budget experience 2 years.

**GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Department of Defense Common Access Card (CAC) Card. Periodic 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.

**OTHER REQUIREMENTS:** 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.

**CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- The LA Military Department is a substance abuse and drug free workplace. To become an employee of the Louisiana Military Department/Louisiana State Guard, the selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.

**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).

- State Application: The LANG-LMD-H Form 10 (State Application) is located at:  
<http://geauxguard.la.gov/join-us/state-technician-vacancies>

Application(s) must be submitted to the appropriate LMD Human Resources point of contact below by the Close Date, no later than 4:00 p.m. CST:

SFC Ashley Ray  
LMD-HR (Gillis W. Long Center), 5445 Point Clair Road, Carville, La.  
E-mail: [ashley.g.ray.mil@army.mil](mailto:ashley.g.ray.mil@army.mil)  
Office: (225) 319-4766