LOUISIANA MILITARY DEPARTMENT

CFMO, Jackson Barracks, Hammond, LA

Manager (Contracts and Quality Assurance)

50655684

ANNOUNCEMENT NO. 207-2026
OPENING DATE: November 13, 2026
CLOSING DATE: December 11, 2026

***SALARY:**
MT-312 $50,003 - $60,008

Salary indicates typical starting range. Level will be determined by qualifications.

BENEFITS

Retirement: LASERS
Insurance: Medical, Dental, & Vision
Paid Holidays: 10 plus proclaimed
Annual Leave: 96 hours per year with tenure increases
Sick Leave: 96 hours per year with tenure increases

JOB TYPE: Unclassified
Current Classified employees must give up their designation to accept this position.

POSITION DESCRIPTION:

The Contracts and Quality Assurance manager is responsible for overseeing assigned construction and design projects to ensure contractors, architects, and engineers comply with all contract requirements. The incumbent will monitor adherence to contract documents, including general conditions; plans and specifications; schedules of deliverables; design and construction schedules; quality assurance plans; submittal schedules; pre-installation and progress meetings; pay application submissions; change modification requests; and warranty and closeout documentation. The Construction Project Manager will hold contractors and design professionals accountable for timely, complete, and compliant performance throughout the project life-cycle.

The position requires close coordination with internal and external stakeholders to support successful project execution. The incumbent will establish and maintain professional working relationships with civilian construction and design professionals, unit representatives, the Louisiana Military Department Contracting Officer, and other project stakeholders. The Construction Project Manager will establish clear communication channels within the project chain of command to identify issues early, facilitate conflict resolution, and support timely decision-making.

The Contracts and Quality Assurance manager will synchronize construction activities with facility-support requirements to ensure projects are completed on schedule and ready for occupancy or operational use. This includes requiring contractors to submit and maintain updated construction schedules that support the coordinated delivery and installation of furniture, electronic security and surveillance equipment, information technology equipment, utility turnover, and other required building-support elements. The incumbent will establish and monitor substantial-completion dates for new and renovated facilities, particularly when personnel are displaced during construction.

The position will track and report project status against approved construction and design schedules, including percentage complete, substantial-completion dates, contract end dates, total project cost, change orders, and current project conditions. The Contracts and Quality Assurance manager will identify potential risks, delays, cost concerns, and performance issues and take appropriate action to address them. The incumbent will maintain document control and archive warranty information and other required records provided by contractors and design professionals in accordance with contract requirements.

POSITION DESCRIPTION CONT.:

The Contracts and Quality Assurance manager will document and address non-conformance items in accordance with contract documents and coordinate with the Louisiana Military Department Contracting Officer when issues cannot be resolved at the project level. The incumbent will work to minimize construction costs and schedule delays by managing change orders and ensuring that non-owner-generated change orders remain within established thresholds of no more than five percent for new construction and no more than 10 percent for renovation projects. All change-order requests must include an independent cost estimate and sufficient supporting documentation to justify proposed cost and schedule impacts.

POSITION QUALIFICATIONS:

The position requires a minimum of two years of professional experience in contract management, business ownership, project management, or a related field involving responsibility for planning, coordinating, monitoring, and delivering projects. Applicants must possess a bachelor's degree from an accredited institution; however, a minimum of 10 years of qualifying project-management experience may be substituted for the degree requirement.

Qualified applicants must demonstrate strong analytical and problem-solving abilities, with the capacity to assess project issues, identify practical solutions, and support timely decision-making. The successful candidate must be capable of enterprise-level management and coordination across multiple stakeholders, projects, and competing priorities. The position requires creative and critical thinking, strong organizational and leadership skills, and the ability to manage project costs, develop or evaluate estimates, and support budget execution. Excellent written and verbal communication skills are required to effectively coordinate with contractors, design professionals, unit representatives, leadership, and other internal and external stakeholders.

The selected candidate must be able to research, understand, interpret, and apply the Louisiana Military Department Contract General Conditions and Front-End Documents; Louisiana Public Bid Law and bid-opening procedures; the Louisiana Army National Guard Real Property Development Plan; and the Louisiana Army National Guard Guiding Principles for Facilities. The incumbent must also develop and maintain working knowledge of applicable Unified Facilities Criteria for building design; Army National Guard Design Guides, including DG 415-1 for Readiness Centers, DG 415-2 and DG 415-4 for Logistics Facilities, DG 415-3 for Aviation Facilities, and DG 415-5 for General Facilities Information Design; National Guard Pamphlet 415-12, Army National Guard Facilities Allowances; CFMO Strategic Initiatives; the CFMO Long-Range Readiness Center Sustainment and Modernization Plan; and the CFMO Military Construction timeline.

GENERAL REQUIREMENTS:

- 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.
- Must be available to report to duty during emergency or disaster situations. Other periodic travel may be required.
- Must meet physical requirements to perform functions of the position.
- Must attend/complete all Louisiana Military Department (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:

- All LMD positions require in-office attendance. This is not a remote position.
- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is is required for employment.
- For positions requiring computer/email access selected applicant must qualify to obtain a Department of Defense Common Access Card (CAC) Card and maintain eligibility
- LMD is a substance abuse and drug free workplace. The selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.
- To become an employee of the LMD you must be a current member of the Louisiana National Guard or eligible for membership in the Louisiana State Guard.
- The selected applicant must pass a pre-employment criminal background investigation prior to employment.

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 12:00 a.m. CST:

Mrs. Dawn Riess
LMD-HR (LANG-JB)
6400 Saint Claude New Orleans, LA 70117
E-mail: dawn.t.riess.nfg@army.mil