

STATE OF NEW YORK
 DIVISION OF MILITARY AND NAVAL AFFAIRS
 330 OLD NISKAYUNA ROAD
 LATHAM, NEW YORK 12110

VACANCY ANNOUNCEMENT #18-46

CLOSING DATE: OCTOBER 17, 2018

This position is not in the Classified Service of New York State, but is covered under New York State Military Law. If selected, current Civil Service employees will lose their seniority within the Classified Service, thereby exempting them from applying for promotional exams within Civil Service.

POSITIONS TO BE FILLED PENDING AVAILABILITY OF FUNDING.

Title:	Maintenance Supervisor 2
Location:	<p>New York State Division of Military and Naval Affairs (DMNA):</p> <p>North Country Region - number or vacancies – 1 Expected home station: Fort Drum</p> <p>Lexington Avenue Armory- number or vacancies – 1</p>
Salary Grade:	SG-18
Salary Range:	<p>Current Start Rate: \$59,639 Job Rate: \$71,980</p> <p>In addition: NYS Armory Lexington Ave receives a Downstate Adjustment of \$3,026 annually.</p>
Duties and Responsibilities:	<p>The Maintenance Supervisor 2 is responsible for the supervision, coordination and technical support of new construction, maintenance, repair, renovation, and alteration required for the facilities to which they are assigned; to include utility and mechanical systems as well as buildings and grounds. The Maintenance Supervisor 2 will also be required to be perform skilled and semiskilled duties within the maintenance series. Incumbents of this position are considered essential personnel.</p> <p>The position performs responsibilities in accordance with all current and amended, DMNA policies and procedures, federal and state statutes, and where applicable, the collective bargaining agreement (CBA) and requirements of the National Guard Bureau (NGB), specifically the Master Cooperative Agreement (MCA) and supporting regulations. The Maintenance Supervisor 2 may report to state and/or federal supervisory personnel, and in some cases may be responsible for multiple facilities.</p> <p>Specifically, duties may include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Work comfortably in a team oriented atmosphere with civilian and military

personnel, as well as demonstrate independence and self-motivation.

- Communicate with staff and supervisors in a clear and concise manner.
- Responsible for overseeing work performed by contractors to include monitoring and inspecting their work activities in order to ensure compliance with contract specifications and plans.
- Plan, supervise and provide technical direction, hands on assistance and instruction to subordinate staff.
- Provide assistance in the development of Standard Operating Procedures (SOPs) for specific locations and/or facilities.
- Provide input for the annual budget projections and project completions; manage assigned maintenance funding.
- Administer purchasing requirements for assigned facilities in coordination with DMNA Budget and Finance Purchasing Unit (MNBF).
- Reconcile all purchasing and travel records through the Statewide Financial System (SFS).
- Utilize all computer software required for agency operations.
- Coordinate with State Human Resources (MNHS) regarding hiring, counseling, discipline and other personnel related matters.
- Where applicable, coordinate non-military use contracts and activities with DMNA Facilities and Engineering Directorate (MNFE) to ensure the proper utilization of space and timely processing of agreements.
- Maintain a work order program in accordance with established policies.
- Review energy consumption at each facility and provide recommendation for conservation upgrades or procedural changes.
- Performs general grounds maintenance tasks.
- Regularly attend meetings at various locations.
- Complete and attend additional training as required.
- Will be required to supervise staff.
- Periodic overtime may be required.
- Regular travel will be required using various modes of transportation to include driving, trains, and air travel.
- Performs other duties as assigned.

JOB REQUIREMENTS:

- Working knowledge of computer software utilized in support of facility operations -- specifically Microsoft Office Word and Excel; experience using databases.
- Working knowledge of applicable Federal, State and local facility and building codes, health and safety standards and other applicable rules and regulations.
- Working knowledge of safety standards and procedures.
- Working knowledge of skilled and semi-skilled trades.
- Ability to read and interpret facility and grounds plans, specifications, manuals and blueprints.
- Ability to perform standard arithmetic computations in order to address the size and scale of various project details, and calculate quantity of materials and labor required for completion.
- Ability to get along with and interact well with different groups of people,

including co-workers, management, both Federal and State personnel and the public utilizing the facility.

- Ability to perform routine repairs and maintenance on equipment and facility structures.
- Ability to work comfortably at heights in accordance with requirements.
- Ability to push, pull, lift and carry heavy objects and equipment (50+ lbs).
- Ability to work outside in various temperatures and inclement weather for extended periods of time.
- Incumbents of this position are considered essential personnel.
- Ability to operate a motor vehicle, other motorized equipment and a variety of construction equipment.
- Ability to train and supervise subordinates.
- Demonstrate reliability and trustworthiness.
- Ability to read and write in English; good verbal and written communication skills; ability to prepare documents in a clear and concise manner.

Additional Preferred Skills:

- Working knowledge of agency policies, standards, responsibilities and procedures for the operations, administration and maintenance of DMNA facilities.
- Working knowledge of New York State personnel policies and procedures.
- Working knowledge of New York State labor agreements and employee and labor relation's policies and procedures.
- Familiarity with the Federal/State MCA.
- Experience working with SFS and other applicable databases.

Minimum Qualifications:

Two (2) years of experience as a Maintenance Supervisor 1 (or similar title), SG-14 or higher salary grade in operations and maintenance to include full-time direct supervision of two (2) or more employees.

OR

Four (4) years of experience in a maintenance title series as an SG-12 or higher salary grade to include experience supervising two (2) or more employees, on at least three (3) large scale projects (such as office construction, HVAC installation, space renovations, etc.).

OR

An Associate's degree in a related field of study and six (6) years of full-time experience supervising facilities and operations staff of a large facility or complex (comprised of 75,000 square feet or larger).*

AND

Must be at least 18 years old and have a High School Diploma or GED.

Must be able to work comfortably at heights such as climbing ladders, working on scaffolds, platforms and lifts.

Must be able to push, pull, lift and carry heavy objects and equipment (50+ lbs).

Must be able to work in confined spaces in accordance with requirements.

Must be able to work outside in various temperatures and inclement weather for extended periods of time.

Must possess a valid driver's license to operate a motor vehicle in the State of New York. Must report any changes to supervisory chain and State Human Resources (MNHS). May also be required to acquire and maintain a military driver's license to operate military vehicles and equipment in accordance with NGB standards to include medical evaluation requirements – current and as amended.

Must have working knowledge of Microsoft Office Suite – MSWord and Excel.

Must be able to read and write in English.

Required to have or successfully complete within 90 days of receiving computer access, all training associated with assigned data systems such as SFS, GFEBs and the Statewide Learning Management System (SLMS) and/or other computer training as related to duty assignments.**

In accordance with NGB standards, will be required to obtain and maintain a favorable background investigation, and have an appropriate clearance to allow access to computer networks and restricted areas to determine suitability, loyalty, and trustworthiness. Minimally a National Agency Check with Inquiry (NACI) will be completed - dependent on current regulation, a SECRET or other clearance may be required.

* Other combinations of education and work experience, including military, may be considered with a minimum combined total of eight (8) years of experience where at least six (6) included full-time supervision of facilities and operations staff of a large facility or complex. Candidate must demonstrate direct relevance to the job duty requirements noted above.

** Should related regulations, procedures and requirements change, additional training and/or certifications may be required.

At all times, employees MUST maintain minimum standards in accordance with current agency requirements and directives noted above; failure to do so will subject the individual to disciplinary action, including possible termination.

NOTE: Position standards illustrate the nature, extent and scope of duties and responsibilities of the position described. Standards cannot and do not include all of the work that might be appropriately performed by the incumbent. The minimum qualifications above are those which were required for appointment at the time the Position Standards were written. Please contact State Human Resources Directorate for any further information regarding the position requirements.

<p>How to Apply:</p>	<p>To be considered for interview, submit a cover letter and resume. In e-mail subject line and cover letter indicate the title, location, vacancy announcement number of the position for which you are applying. <u>Ensure to clearly note how you meet the minimum qualifications for the position.</u> Please be certain to note your specific license or certification to meet requirements.</p> <p>If you are a former public employee retired within New York State currently receiving benefits, indicate this and the name of the retirement system in your cover letter.</p> <p>Cover letter and resume may be submitted via E-mail (preferred method), FAX, or Mail. ENSURE TO COPY E-MAIL ADDRESS EXACTLY.</p> <p>E-mail to: ng.ny.nyarnng.mbx.mnhs-job-posting@mail.mil FAX to: (518) 786-6085 For Questions: (518) 786-4830</p> <p>Mail to: New York State Division of Military and Naval Affairs State Human Resources Management 330 Old Niskayuna Road Latham, New York 12110-3514 Attn: Classifications</p> <p>ALL DOCUMENTS MUST BE RECEIVED IN STATE HUMAN RESOURCES MANAGEMENT (MNHS) BY OCTOBER 17, 2018.</p> <p>VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.</p> <p>Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.</p>
<p>Subject of Interview:</p>	<p>ALL CURRENT PERMANENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE INTERVIEWED TO EVALUATE THEIR QUALIFICATIONS, TRAINING, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION. THE REQUIREMENT TO PROVE QUALIFICATION SHALL REST WITH THE EMPLOYEE.</p> <p>ALL OTHER CANDIDATES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED FOR INTERVIEW TO EVALUATE THEIR QUALIFICATIONS, TRAINING AND EXPERIENCE IN RELATION TO THE DUTIES AND REQUIREMENTS OF THE POSITION.</p>

POSTED: OCTOBER 3, 2018

STATE VACANCY ANNOUNCEMENT #18-46. New York State is an Equal Opportunity/Affirmative Action Employer.