

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

VACANCY ANNOUNCEMENT #19-18

CLOSING DATE: CONTINUAL UNTIL FILLED – RESUME REVIEW TO BEGIN 5/2/19

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 Helper – Hourly (Temporary Summer Seasonal Positions) (Anticipated duration of employment: May 23 – Oct 23, 2019)
Location(s):	New York State Division of Military and Naval Affairs (DMNA): <u>\$15.00/hr (40 hrs/pr week)</u> Fort Drum (MATES) – Number of vacancies – 2 Latham AASF – Number of vacancies – 1 Youngstown NYS Armory– Number of vacancies – 1 <u>\$15.81/hr (40 hrs/pr week)</u> Farmingdale FMS – Number of vacancies – 1 Ronkonkoma AASF – Number of vacancies – 1 Staten Island CSMS – Number of vacancies – 2
Salary:	Hourly salary rates are listed above and are based on position location.
Duties and Responsibilities:	<p>Under the supervision of a higher level maintenance/custodial position or the Superintendent/Manager, Maintenance Helpers perform semiskilled and unskilled activities and tasks involving one or a combination of trades such as carpentry, mechanical, electrical, motor equipment or painting. Such tasks involve the use of the tools and equipment of a trade under very specific instructions. On occasion, incumbents may operate motor vehicles and power-driven equipment. The work may require light, medium and heavy physical effort in cleaning and caring for a building(s) and adjacent grounds area.</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 contract bargaining agreement and requirements of the National Guard Bureau (NGB), specifically the Master Cooperative Agreement (MCA) and supporting regulations. The position may report to state and/or federal supervisory personnel.</p> <p>Duties and responsibilities may include but are not limited to the following:</p>

	<ul style="list-style-type: none"> • Maintains shop machinery and equipment. • Performs general grounds maintenance tasks such as: clearing sites, mowing lawns, maintaining roads and sidewalks, snow and ice removal, collection/pick-up of trash and other obstructions from in and around the building and surrounding areas. • Performs general facilities maintenance tasks such as: cleaning common areas, offices and restrooms, facility trash pick-up, painting, removing/placing furniture. • Operates self-propelled and motorized equipment. • Maintains automotive equipment and other machinery. • Performs other job related duties as assigned.
<p>Job Requirements:</p>	<ul style="list-style-type: none"> • Working knowledge of safety standards and procedures. • Ability to use the tools, machines, equipment and materials of the trade or trades to which assigned. • Ability to work in confined spaces in accordance with requirements. • Ability to follow directions, ensure follow through and completion of assignments and seek assistance or report concerns when needed. • Ability to work independently or with other individuals in a project/team setting in accordance with supervisory guidance and direction. • 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. • Demonstrate reliability and trustworthiness. • Good verbal and written communication skills.
<p>Minimum Qualifications:</p>	<p>Experience working in maintenance, grounds work or other labor intensive work environment.*</p> <p>Experience working independently with minimal supervision as well as preferred experience working with a crew on maintenance or construction type projects.*</p> <p>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).</p> <p>May be required to acquire and maintain a military driver's license to operate military vehicles and equipment. (This is determined by work location and NGB standards).</p> <p>Must be at least 18 years of age.</p> <p>Must be able to read and write in English.</p> <p>Must be able to operate and maintain tools, machinery and equipment required for craft to which assigned.</p> <p>Must be able to push, pull, carry and/or lift objects of at least 50 pounds.</p>

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

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

*Other combinations of related education or work experience may be considered.

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 Management for any further information regarding the position requirements.

How to Apply:

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.** Ensure to clearly note how you meet the minimum qualifications for the position. Please be certain to note any specific licenses or certifications in a skilled trade.

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.

Cover letter and resume may be submitted via E-mail (preferred method), FAX, or Mail.

E-mail to: ng.ny.nyarnng.mbx.mnhs-job-posting@mail.mil

FAX to: (518) 786-4969

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

POSITION WILL BE POSTED UNTIL FILLED.

VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.

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.
Subject of Interview:	APPLICANTS 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.
POSTED: APRIL 18, 2019	

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New York State is an Equal Opportunity/Affirmative Action Employer.