

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

VACANCY ANNOUNCEMENT #22-60

CLOSING DATE: CONTINUAL UNTIL FILLED – RESUME REVIEW TO BEGIN SEPTEMBER 18, 2022

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:	Public Buildings Manager 3
Locations:	New York State Division of Military and Naval Affairs (DMNA): Latham Headquarters - number or vacancies - 1
Salary Grade:	SG-23
Salary Range:	Current Start Rate: \$80,453 Job Rate: \$96,441
Duties and Responsibilities:	<p>Under the direction of the Facilities Operations Officer or other appropriate professional or administrative staff, the Public Buildings Manager 3 is responsible for the management, operation, maintenance, and physical security of all buildings, grounds and roads that support the Division of Military and Naval Affairs Latham Headquarters Complex, Saratoga Museum and other assigned capital district facilities. Directs the activities of a maintenance and custodial work force engaged in the operation and maintenance of the heating plant, air conditioning system, building maintenance, maintenance of grounds and related equipment. Supervises a security guard force assigned to the complex for physical security during working hours and on nights and weekends. Administers contracts and is responsible for budget preparation, forecasts and purchasing practices. Responsible for safety programs, energy conservation, code compliance, and training programs for subordinates. Responsible for administration of all nonmilitary use requirements of the complex. Evaluates work performance of all assigned employees</p> <p>The position performs responsibilities in accordance with National Guard Bureau (NGB) standards, specifically those requirements of the Master Cooperative Agreement between the NGB and the DMNA, as well as agency and labor contract duties and responsibilities – current and as amended. Responsibilities may include but are not limited to the following:</p>

- Administers a facilities maintenance program by scheduling preventive maintenance and initiating work orders
- Recommending modifications to existing procedures
- Supervising the acquisition and storage of supplies and materials,
- Observing and enforcing compliance with applicable codes, ordinances, and laws,
- Performing on-site evaluation of service contracts, and allocating resources to accomplish
- Routine activities: coordinates the activities of construction companies, inspectors, and tenants by advising tenants and users of upcoming repairs to facilities or peripheral areas that may result in disruption to services, access, or traffic and ensuring that tenants are notified of alternate routes and access; investigates tenant complaints of issues affecting health, comfort, and safety.
- Prepares budget requests; manages building contracts
- Supervises state and contractual employees engaged in grounds maintenance, facilities operations, custodial services, maintenance, and security at a state building
- Assigns work to subordinate employees and inspecting the results for quality and safety,
- Perform time and attendance functions. Review employee time cards; approve overtime and leave; counsel staff for time and attendance issues when required.
- Prepare and/or review performance evaluations. Counsel staff to improve job performance when necessary.
- Participate in Labor Relations activities/disciplinary hearings, as required.
- Participate in the recruitment and/or selection of new security and maintenance personnel. Conduct interviews; make recommendations for appointment; monitor probationary reports on new staff; and make final recommendations for retaining or terminating new staff or contractors.
- Participate in the development of training programs to meet staff needs.
- Assists in developing and executing contracts and agreements for goods and services, and monitors deliverables to ensure compliance with contract provisions
- Develops and disseminates maintenance plans, capital construction requests, estimates and implements Preventive Maintenance/Rehabilitation & Improvement (PMR&I) plans,
- Implements operational policies and procedures for security measures, health and life safety, parking arrangements, and emergency procedures.
- Manages the demands of several facilities, ensuring consistency of operations, while addressing unique situations; and may assign and evaluate the work of subordinate building managers.
- Ensures high use areas are safe and clean; conducts onsite evaluation of service contracts.
- Develops and implements internal controls.
- Oversee non-military use (NMU) operations at assigned facilities. May arrange for the provision of special equipment, services, and furnishings and for special functions, such as meetings, trainings, luncheons, ceremonies or visits.

- May ensure the safety of special historical artifacts or collections by accommodating them in security plans and maintenance plans.
- Serve on various facility committees, such as the safety committee.
- Enforces policy concerning parking permits and vehicle speed on complex roads.
- Serve as a liaison between facility administration, contractors, and officials in the Agency's Executive Office.
- Ability to present materials to supervisors and Executive Management in a professional and articulate manner.
- Ability to prepare written material in a clear and concise fashion.
- Ability to read and write in English.
- Demonstrated reliability and trustworthiness.
- Attend and complete additional training as required.
- Periodic travel will be required.
- May require schedule modifications and additional hours to meet operational requirements. This position is not overtime eligible.
- Performs other job duties as assigned.

Minimum Qualifications:

Three (3) years of permanent state service: two (2) years of full-time permanent state service as a Maintenance Supervisor 2, SG-18 (or similar title/salary grade in operations and maintenance/engineering) **and** One (1) year full time permanent state service as a SG-12 or higher in a maintenance and/or engineering title. Two of the three years' experience must include full-time supervision of four (4) or more employees.

OR

Six (6) years of full-time experience* managing an occupied building with a gross square footage of at least 250,000 or a complex of occupied buildings totaling at least 300,000 square feet, at least two of which must have included supervision of service contractors or in-house staff, including plumbers, electricians, carpenters, and other skilled trade people. This experience **MUST** include overall responsibility for building maintenance (including HVAC), minor building rehabilitation, and at least one of the following three areas of expertise: grounds maintenance, security and access control, or cleaning oversight including sanitary requirements and inspection.*

AND

Must be at least 18 years of age and have a high school diploma or GED.

Must have and maintain a valid driver's license to operate a motor vehicle in the State of New York. May be required to utilize vehicles for site visits and other travel. Must report any changes in driver's license status to supervisory chain of command.

Must be comfortable working 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 outside in various temperatures and inclement weather for extended periods of time.

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

Must be able to read and write in English.

Must be proficient in, and able to independently use Microsoft Office software – MS Word and Excel. Ability to use PowerPoint and/or Access also preferred. **

Required to have or successfully complete within 90 days of receiving computer access all Statewide Financial System (SFS), Statewide Learning Management System (SLMS) and other required training as related to job 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 clearance may be required.

*Substitutions: an associate's degree in construction management, construction technology, facilities management, engineering, engineering technology, architecture, architectural technology, business, business administration, or public administration may substitute for two years of the general experience; or a bachelor's degree in the above fields may substitute for three years of the general experience; military schooling with supporting documentation may also be considered for substitution consideration.

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

At all times, the employee MUST maintain minimum standards in accordance with current, and as amended, agency, statutory and NGB requirements and directives; 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 Management 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. 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.</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.</p> <p>E-mail to: ng.ny.nyarnng.mbx.mnhs-job-posting@army.mil FAX to: (518) 786-4969 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>POSITION WILL BE POSTED UNTIL FILLED.</p> <p>VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.</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>
<p>POSTED: SEPTEMBER 2, 2022</p>	

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