

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

VACANCY ANNOUNCEMENT #22-34

CLOSING DATE: CONTINUAL UNTIL FILLED

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:	Regional Supervisor, Facilities Operation
Locations:	<p>New York State Division of Military and Naval Affairs (DMNA):</p> <p>District C: Central NY/ North Country- number of vacancies – 1</p> <p>Expected home station: Syracuse/Thompson Rd. Armory</p>
Salary Grade:	<p>Management/Confidential (M/C)</p> <p>N/S</p>
Salary Range:	Expected within: \$76,326 - \$95,361
Duties and Responsibilities:	<p>The Regional Supervisor, Facilities Operation (District Supervisor) is responsible for the coordination and technical direction of maintenance, repair, renovation, and alteration of existing and new construction of facilities located within a designated regional boundary. The District Supervisor has direct supervision over Maintenance Supervisors, and Chain of Command supervision over skilled and semi-skilled maintenance staff assigned to designated facilities. Incumbents of this position are considered essential personnel. The District Supervisor will report through the proper Maintenance Facilities and Engineering (MNFE) Directorate Chain of Command; with direct supervision by the Facilities Maintenance Supervisor or Director.</p> <p>The incumbent must utilize both verbal and written communication skills to provide consistent contact with facility Maintenance Supervisors regarding the recommendation of maintenance projects, improvements, and operating procedures; discussions of maintenance requirements and scheduling concerns; recommendation of possible solutions; and provision of periodic written and verbal reports on the status of such maintenance activities. The District Supervisor consults with and provides advice on feasibility, costs, materials and labor requirements of proposed maintenance projects; and interacts with staff and contractors in monitoring and inspecting activities to insure conformity to contract specifications and plans.</p>

Responsibilities include but are not limited to:

- Establishing work priorities, creating and enforcing work schedules, enforcing applicable rules, standards and policies, and by coordinating the various activities performed by the staff or external resources.
- Supervises the workmanship and inspects materials for all in-house and DMNA contracted projects.
- Acts as a liaison for all construction and repair projects contracted by the Office of General Services (OGS) to ensure the agency's needs are met.
- Coordinates with MNFE Branch staff as required regarding various matters to include environmental or historic preservation impact and concerns.
- Conducts routine inspections of each armory within assigned district (or as directed) to ensure adherence to current policies and procedures. Inspections include: inspection of utility and mechanical systems; building and grounds maintenance; review of physical security plans and procedures; ensure compliance with current OSHA and DOL regulations, including the Right to Know Law; ensure compliance with current environmental laws; review of building for compliance with NYCRR Title 9 Code and other local ordinances; and spot check inventories for all state properties assigned to each location.
- Submit written reports to MNFE regarding adherence to current policies and procedures.
- Assist the Officer In Charge and Control (OIC&C) or his designated representatives, in establishing and maintaining facility operation programs in accordance with established policy.
- Prepare an annual report and budget recommendations regarding maintenance and repair priority lists, employee requirements, and shortfalls as related to specific regional requirements, new tool and equipment listings and other general issues of concern.
- Assist Maintenance Supervisors in the preparation of the annual budget by recommending budget requirements for the facility's maintenance programs, including staffing, materials and equipment needs.
- Assist the directorate in the development of priorities for new hires or the backfill of vacant positions and provide justification for the request to fill to supervisory chain of command.
- Review specifications and drawings for compliance with the project needs and applicable local ordinances.
- Oversee administration for purchase requests in accordance with Headquarter requirements and process vouchers and credit card requisitions.
- Ensure reconciliation of credit cards, travel documents, invoices, etc. as outlined in policies and procedures.
- Prepare performance evaluation standards in accordance with agency regulations and requirements.
- Review energy consumption at each facility and provide recommendations for conservation upgrades or procedural change.

Maintain utility budgets for each location and ensure consumption does not exceed budgetary or quantitative allowance.

- Provide assistance to MNFE relative to real property inventories, titles, etc., as required. Serve as the local liaison for identification of additional properties required meeting agency and unit mission requirements.
- Utilize all available Federal and State data systems – such as the Statewide Financial System (SFS), the General Fund Enterprise Business System (GFEBS) and the Statewide Learning Management System (SLMS) – to complete requirements of job performance.
- Will complete and attend training.
- Will require periodic travel; including overnight.
- Performs other duties as assigned.

Job Requirements:

- Will be required to utilize all computer and data systems necessary for completion of job duties such as SFS, GFEBS and SLMS as related to duty assignments.
- Working knowledge of building codes, Federal OSHA and NYS Department of Labor regulations.
- Ability to ensure proper implementation of policies, procedures and regulations – preferably working knowledge of agency policies, standards, responsibilities and procedures for the operations, administration and maintenance of DMNA facilities.
- Ensure operations, administration and maintenance processes and staffing are implemented in accordance with the Master Cooperative Agreement (MCA) between DMNA and the National Guard Bureau (NGB).
- Incumbents of this position are considered essential personnel.
- Attend meetings to maintain a working knowledge of military organizations, missions of units, etc. in order to anticipate alterations, additions or new construction to meet stationing requirements.
- Maintain an automated work order program which includes preventive maintenance requirements, Backlog of Maintenance and Repair projects and all in-house and self-help projects to be completed by the workforce. Provide periodic reports to MNFE.
- Work to resolve employee problems and issues within District. Work with State Human Resources (MNHS) and supervisory chain of command as required to address employee and labor relations matters.
- Ability to lay out, assign and schedule workload.
- Working knowledge of skilled and semi-skilled trades.
- Working knowledge of HVAC systems.
- Working knowledge of electrical, fire, and environmental codes and regulations.
- Ability to read blueprints.
- Ability to get along with and interact well with different groups of people, including co-workers, outside agency staff and management comprised of both Federal and State personnel.
- Experience in multi-tasking and prioritizing multiple deadlines.
- Strong verbal and written communication skills.

- Ability to train subordinates and others as necessary to facility operations.
- Demonstrate reliability and trustworthiness.
- Ability to supervise subordinate staff.
- Ability to travel to meet operational needs will be required. Various modes of travel will be required.

Minimum Qualifications:

Two (2) years of experience as an SG-18 or higher salary grade in which duties include engineering, facility and maintenance operations, physical plant operations, or other similar duties and responsibilities and must have a successful record of direct supervision of at least four (4) or more employees while in the qualifying position.

OR

Six (6) years of experience as an SG-14 or higher salary grade in which duties include engineering, facility and maintenance operations, physical plant operations, or other similar duties and responsibilities and must have a successful records of direct supervision of at least six (6) or more employees or successfully supervised six (6) or more employees on a long term, large scale project while in the qualifying position;

OR

An Associate's Degree or higher from a regionally accredited college or university in a facilities management or engineering related field of study and ten (10) years of experience in complete charge of operations and facility staff (at least six) of a large and/or complex facility or physical plant (at least 75,000 square feet).**

AND

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 and State Human Resources.

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 SLMS as related to duty assignments.*

Must be proficient in, and able to independently use basic computer software – MS Word, Excel and Outlook e-mail. Ability to use PowerPoint and/or Access also preferred. *

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

** Other combinations of education and work experience, including military, may be considered, however, candidate must demonstrate direct relevance and comparable experience to the job duties and qualifications noted above.

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.

At all times, the employee 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.

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 your specific license or certification to meet requirements.

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. ENSURE TO COPY E-MAIL ADDRESS EXACTLY.

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

FAX to: (518) 786-4969

For Questions: (518) 786-4830

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.

Subject of Interview:

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.

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.

POSTED: MAY 6, 2022

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