

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

**VACANCY ANNOUNCEMENT #24-45**

**CLOSING DATE: CONTINUAL UNTIL FILLED.  
 (RESUME REVIEW TO BEGIN JULY 1, 2024)**

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 4   |
| Location:                    | New York State Division of Military and Naval Affairs (DMNA):<br><br>New York State Armory: <ul style="list-style-type: none"> <li>• <b>Jamaica</b> – (1 vacancy)</li> </ul>   |
| Salary Grade:                | SG-21  |
| Salary Range:                | Current Start Rate: \$80,003*<br>Job Rate: \$96,173<br><br>(*All hires begin at “Start Rate” unless prior state experience affords eligibility for hiring step increase as determined by OSC.)<br><br>In addition: NYS Armory Jamaica receives a Downstate Adjustment of \$3,400 annually.   |
| Duties and Responsibilities: | <p>The Maintenance Supervisor 4 is responsible for the management, supervision, coordination, technical direction and daily oversight for the maintenance, repair, renovation, new construction and alterations for the facility, or facilities to which assigned. This includes utility and mechanical systems as well as buildings and grounds. Incumbent must be capable of performing skilled and semiskilled duties within the maintenance unit. Characteristically, incumbents function with considerable technical independence. Incumbents of this position are considered essential personnel.</p> <p>As the top maintenance supervisor position at a DMNA location with responsibility for the operation of a building maintenance program the duties of a Maintenance Supervisor 4 are extensive and complex because of the incumbent's responsibility for a maintenance program of significantly greater size and variety with a larger staff consisting of skilled, semiskilled and relatively unskilled positions usually in the building, electrical and mechanical trades.</p> |

The MS4 will be required to assist with and perform journey-level work at a skilled and semiskilled level in a combination of trades in the repair and maintenance of facilities and equipment. May also be called upon to perform journey-level work in a specific trade in accordance with incumbent's trades qualifications and certification(s). Must possess the knowledge, skills and abilities to supervise others in maintenance, repair, installation and construction activities at a journeyman trades level.

To perform duties competently, incumbent is expected to have knowledge and skills in a wide array of facilities operations and motor equipment, electrical, building and mechanical trades. Building trades include such specialties as carpentry, roofing, and locksmith skills; while the mechanical trades include such specialties as the maintenance and repair of plumbing, heating, ventilation, air-conditioning and refrigeration systems.

Responsibilities include activities such as recommending maintenance projects, improvements to operating procedures, discussions of maintenance and scheduling problems and recommending possible solutions and providing periodic written and oral reports on maintenance activities. Incumbents consult with and provide advice to administrators on the feasibility, costs and materials and labor requirements of proposed maintenance project(s). Incumbents have periodic oversight and interaction with contractors, monitoring and inspecting their activities to insure conformance to contract specifications and plans.

Incumbents supervise subordinate maintenance staff, establish work priorities, improve and enforce work schedules, provide technical direction, assist and instruct; enforce applicable rules, standards and policies, and coordinate various activities performed by subordinate staff and at times contractors.

The position performs responsibilities in accordance with National Guard Bureau (NGB) standards specifically 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. The position may report to state and/or federal supervisory personnel.

Responsibilities may include but are not limited to the following:

- Plans, supervises, and provides technical direction to a centralized maintenance control function and to a subordinate maintenance staff of skilled, semiskilled and relatively unskilled employees.
- Regularly inspects assigned facilities and grounds to determine maintenance needs and recommends projects based on findings.
- Assists in the preparation of the annual budget by recommending budget requirements for assigned facilities' maintenance programs including staffing, materials and equipment needs. Provides budgetary oversight throughout the fiscal year.
- In coordination with the purchasing unit, participates in the purchasing of goods and services necessary to perform duties.
- Work comfortably in a team-oriented atmosphere.
- Communicate with supervisors clearly and concisely concerning

maintenance projects, improvements to operating procedures, discussions of maintenance and scheduling problems including possible solutions, and provide periodic reports on maintenance activities.

- Develop Standard Operating Procedures where applicable.
- Participate in energy management and consumption, including recommendation for changes and upgrades for efficient energy utilization.
- Oversees a work order program in accordance with established policies, which includes preventive maintenance, rehabilitation of mechanical and structural systems, grounds maintenance, facility repairs and alterations, other applicable projects and all in-house self-help projects to be completed by the staff or contractors.
- May perform general grounds maintenance tasks such as clearing sites, mowing lawns, cutting bush; maintaining roads and sidewalks; snow and ice removal; collection/pick-up of trash and other obstructions from the building and surrounding areas.
- Will be required to perform various maintenance tasks associated with maintenance operations of a skilled, semiskilled, and relatively unskilled nature.
- Work with State Human Resources (MNHS) for hiring, counseling, discipline and other personnel related matters.
- Supervise, coach and mentor the state workforce assigned. Ensure proper implementation of all contractual, procedural, and legal personnel requirements.
- Become a proficient user of the Statewide Financial System (SFS) used for all state financial transactions.
- Utilize any related computer software for agency operations in an accurate and proficient manner.
- Attend meetings at various locations.
- Will perform supervisory duties at assigned facility/s including but not limited to training, direct supervision, complete performance evaluations of subordinate staff, ensure adherence to statutory and agency policies and procedures, etc.
- Periodic overtime will be required – especially during winter months.
- May be required to provide oversight and supervision at other armory facilities when operational needs require.
- Periodic travel may be required to other facilities using various modes of transportation; to attend training; or other requirements related to duties as needed.
- Perform other job duties as assigned.

#### **JOB REQUIREMENTS:**

- Working knowledge of personnel and labor policies and procedures; preferably background within New York State public service and/or working in a union environment.
- Working knowledge of appropriate code regulations and standards such as plumbing and electrical code regulations and fire and safety codes.
- Working knowledge of Heating, Ventilation and Air Conditioning (HVAC) systems.
- Working knowledge of the principles of effective supervision.

- Proficiency with Microsoft Office Suite; specifically, MS Word and Excel.
- Experience working with databases; preferably related to the management of facilities and maintenance operations.
- Ability to use appropriate tools, machines, equipment and materials of the building, electrical and mechanical trades in a safe, effective and efficient manner.
- Ability to read and interpret facility and grounds plans, specifications, manuals and blueprints.
- Ability to make standard arithmetic computations to size and locate various details of the work; and to calculate the quantity and cost of materials and labor required to complete a project.
- Ability to work comfortably at heights such as climbing ladders, working on scaffolds, platforms and lifts.
- Ability to push, pull, lift and carry heavy objects and equipment (50+ lbs).
- Ability to work in confined spaces in accordance with requirements.
- 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 follow written and verbal directions, ensure follow through on assignments and seek assistance or report concerns when needed.
- Ability to analyze project needs and communicate same to supervisor and staff as needed.
- Ability to train, coach, mentor and supervise subordinates. Ability to delegate project and work assignments in a clear and concise manner.
- Ability to plan and schedule work.
- Ability to work independently or with other individuals in a project/team setting.
- 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.
- Familiarity with the Federal/State Master Cooperative Agreement (MCA). (Preferred).
- Experience working with various database systems, preferably experience working with the Statewide Financial System (SFS).
- Good verbal communication skills along with an ability to prepare written material in a clear and concise manner.
- Ability to read and write in English.
- Demonstrate reliability and trustworthiness.

[Greater detail of the job characteristics are described in the classification standards for the Maintenance title series and General Mechanic title series.]

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Minimum Qualifications:

One (1) year of full-time permanent state service as a state salary grade (SG)-19 or higher salary grade in facilities operations and maintenance, engineering, physical plant operations or similar title series with full-time supervisory responsibility.\*

**OR**

Two (2) years permanent state service in a SG-14 or higher maintenance, facilities operations, engineering, physical plant operations or similar title series and full-time supervisory responsibility.\*

**OR**

Two (2) years of full-time supervisory experience in complete charge of a large and/or complex physical plant (generally defined as a minimum of 250,000 square feet of actively maintained space, overseeing at least three building and construction trades and supervision of 15 or more subordinates) **and** 1 additional year of full-time supervisory experience in a second-level supervisory capacity.\*\*

NOTE: In order to be considered as having second-level supervisory experience, you must have had direct supervisory responsibility for workers who, in turn, also supervised one or more workers.

**OR**

An associate degree or higher from a regionally accredited college or university in a related field of study and one (1) year full time experience in complete charge of a large and/or complex physical plant (generally defined as a minimum of 250,000 square feet of actively maintained space, overseeing at least three building and construction trades and supervision of 15 or more subordinates)\*\*

**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.

\*To meet the full-time supervisory experience, consideration of regular supervision of project teams (2-4 employees) for large scale projects will be given on a case-by-case basis. Applicant must prove how the experience meets the relevant supervisory requirements above.

\*\*Military education and experience may be substituted where applicant demonstrates the direct relevance and connection to the minimum qualifications and requirements above.

\*\*\* Should related 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.

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.nyarnq.mbx.mnhs-job-posting@army.mil](mailto:ng.ny.nyarnq.mbx.mnhs-job-posting@army.mil)

FAX to: (518) 786-6085  
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.  
(RESUME REVIEW TO BEGIN JULY 1, 2024)**

**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: JUNE 14, 2024

STATE VACANCY ANNOUNCEMENT #24-45

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