

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

**VACANCY ANNOUNCEMENT #24-61**

**CLOSING DATE: CONTINUAL UNTIL FILLED.  
 (RESUME REVIEW TO BEGIN 15 DAYS AFTER ORIGINAL LOCATION POSTING)**

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 1
Location:	New York State Division of Military and Naval Affairs (DMNA): <ul style="list-style-type: none"> <li>• Camp Smith Training Site (1 vacancy)</li> </ul>
Salary Grade:	SG-14
Salary Range:	Current Start Rate: \$54,860 Job Rate: \$66,634  (*All hires begin at "Start Rate" unless prior state experience affords eligibility for hiring step increase as determined by OSC.)  In addition: Camp Smith Training Site receives a Downstate Adjustment of \$3,400 annually.
Duties and Responsibilities:	<p>Under the supervision of a higher level Maintenance Supervisor or other administrative supervisor, the Maintenance Supervisor 1 is a working supervisor, supervising a combination of skilled, semi-skilled and unskilled subordinates, typically in the building, electrical, carpentry, roofing, plumbing, and locksmithing trade while the mechanical trades include the maintenance and repair of heating, ventilation, air conditioning and refrigeration systems and general machining and tool making for Division of Military and Naval Affairs facility assigned to them. The Maintenance Supervisor I may also, when directed, be required to perform the duties of a Maintenance Assistant, or a Facilities Operations Assistant 1. Incumbents of this position are considered essential personnel.</p> <p>Incumbents have frequent verbal communications in coordinating and assigning work and giving instruction to subordinates. Written progress reports, following a prescribed format may sometimes be needed when a project is under way. May occasionally be required to communicate verbally with administrators and others to explain projects in terms of what needs to be done and when it will be accomplished.</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 1 may report to state and/or federal supervisory personnel.

Duties may include, but are not limited to the following:

- Plan, supervise and provide technical direction, hands on assistance and instruction to subordinate staff.
- Review job orders, blueprints, and specifications and, as required, visit the project site to determine dimensions, materials, and labor required to complete the project.
- Prepare rough sketches or plans to scale from verbal or written instructions.
- Assign staff to the project and provide oral instructions and blueprints, specifications and plans.
- Meet with supervisors involved in projects to coordinate activities and schedule work to be performed to ensure the effective utilization of staff, materials, and equipment and completion of the project on schedule.
- Observe and inspect work while in progress and when completed to make sure that specific codes and regulations are followed, materials and equipment are used properly, schedules are met, and work is performed according to plan.
- Inspect work performed by outside contractors to ascertain conformance with project specifications.
- Prepare and maintain written records of work performed and completed and accounts for labor and material used.
- Evaluate the work performance of subordinate employees.
- Provide higher level supervisors/staff with suggestions, assessing needs, assisting with tracking costs on projects, etc. for the annual budget projections and project completions.
- Assist higher level supervisors/staff with identifying inventory needs, assuring proper items are requested to order, confirm received items are accurate, etc. in relation to purchasing requirements for the assigned facility.
- 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.
- Maintain a work order program in accordance with established policies.
- Fills in for the supervisor during periods of absence.
- Performs the activities of a variety of trades including, but not limited to, Carpenter, Electrician, Mason and Plasterer, Plumbing, Heating, Ventilation and Air Conditioning.
- Performs general grounds maintenance tasks.
- Regularly attend meetings at various locations.
- Attends and completes additional training as required.
- Will be required to supervise staff.
- Periodic overtime may be required.

- Travel may 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
- Must have good verbal and written communication skills; be able to prepare documents in a clear and concise manner.
- Other duties as assigned.

**Minimum Qualifications:**

Must have at least three (3) years of permanent New York State service in a maintenance, engineering or similar title series allocated to a salary grade (SG)-9 or above with experience performing duties in the mechanical or building trades.

**OR**

Five (5) years of full-time experience in maintenance work performing building and/or mechanical trades work, complex engineering tasks or similar duties where at least two (2) years included direct supervision of subordinate staff.\*

**NOTE:** Completion of an appropriate two-year technical school may be substituted for one year of experience.

**AND**

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

Must be able to read and write in English.

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.

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

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, however, candidate must demonstrate direct relevance to the job duties noted above.

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

	<p>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>
<p>How to Apply:</p>	<p>To be considered for interview, submit a cover letter and resume. <b>In e-mail subject line and cover letter indicate the title, location, vacancy announcement number of the position for which you are applying.</b> <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><b>Cover letter and resume may be submitted via E-mail (preferred method), FAX, or Mail. ENSURE TO COPY E-MAIL ADDRESS EXACTLY.</b></p> <p>E-mail to: <a href="mailto:ng.ny.nyarnng.mbx.mnhs-job-posting@army.mil">ng.ny.nyarnng.mbx.mnhs-job-posting@army.mil</a>  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><b>POSITION WILL BE POSTED UNTIL FILLED.  (RESUME REVIEW TO BEGIN 15 DAYS AFTER ORIGINAL LOCATION POSTING)</b></p> <p><b>VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.</b></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 16, 2024</p>	

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