

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

**VACANCY ANNOUNCEMENT #24-24**

**PREVIOUS APPLICANTS TO VA #23-26 DO NOT NEED TO REAPPLY FOR CONSIDERATION**

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

**(UPDATED LOCATIONS OCTOBER 2, 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 FUND.**

Title:	Regional General Mechanic
Locations:	New York State Division of Military and Naval Affairs (DMNA):  District A: <b>New York City (NYC)</b> - Expected home station: Lexington Avenue <ul style="list-style-type: none"><li>To Include: Lexington Avenue, Yonkers, Fifth Avenue, Bronx, Marcy Avenue and Park Avenue. – (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: District A (NYC & LI) receives a Downstate Adjustment of \$3,400 annually.

Duties and Responsibilities:

The Regional General Mechanic (Regional GM) is assigned to a district or geographic region and covers various facilities within the assigned area. The Regional GM is expected to have advanced knowledge and skills in a wide array of facilities operations and 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, electrical, heating, ventilation, air conditioning and refrigeration systems. The Regional GM functions as the lead general mechanic for the region for which assigned and must have the ability to perform tasks with minimal supervision.

The incumbent is responsible for keeping the buildings and grounds functional and ready for use at all times. The tasks of the position are those concerned with the maintenance of various components of the buildings themselves. These encompass a broad range of duties to meet the standards of daily, weekly, monthly and yearly inspections. The incumbent will be required to respond to emergencies that may occur at any time of the day.

The position performs responsibilities in accordance with DMNA and labor agreement policies and procedures, and where applicable, requirements and standards of the National Guard Bureau (NGB) - current and as amended.

Responsibilities may include but are not limited to the following:

- Major and minor repairs of all building systems from foundation to roof; interior and exterior.
- Maintenance and repair of special systems such as emergency lighting, fire alarm and security systems.
- Maintenance and repair of mechanical systems such as heating, ventilation and air-conditioning (HVAC), plumbing, sprinkler, and emergency generators.
- Coordinating assignments, needs, planning, etc. with supporting facility managers in order to ensure proper operation and maintenance of assigned buildings.
- Ensuring the safe and efficient functioning of all facilities.
- Will assist building managers in the planning, scheduling and budgeting of work that needs to be completed for effective utilization of staff, materials and equipment.
- Conduct inspections of the various facilities to determine maintenance needs and recommend priorities for repair based on the nature of the maintenance problem.
- May draft proposals, plans and drawings in preparation for and assistance with projects.
- May assist in budgeting, purchasing and other administrative tasks associated with financial transactions to accomplish projects timely.
- As required, will supervise subordinate staff on projects and in daily assignments.

- Will be required to train and provide mentoring/coaching to staff in order to ensure proper operations, techniques and processes are utilized in completing tasks; ensuring a safe work environment at all times.
- May assist in the preparation of and provide input for the annual performance evaluations of subordinate employees.
- May occasionally fill in for Supervisor in their absence.
- Performs general grounds maintenance tasks such as clearing sites, mowing lawns, cutting bush and wood, trimming and removing trees and shrubs, 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 work on computers using Microsoft Office products (Word, Excel, Outlook, etc) as well as various databases associated to New York State and facilities operations; such as the Statewide Financial System (SFS).
- Periodic travel will be required to other facilities; to attend training; or other requirements related to duties as needed. Travel may occur using different modes of transportation.
- Periodic overtime will be required – especially during winter months.
- Other job related duties as assigned.

**JOB REQUIREMENTS:**

- Working knowledge of skilled and semi-skilled trades.
- Working knowledge of HVAC systems.
- 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 the methods, materials, tools and equipment used in the mechanical, electrical and/or building trades.
- Working knowledge of the principles of supervision.
- Working knowledge of safety standards and procedures.
- Ability to plan and schedule work, including determining staff, equipment, and supplies needed.
- Ability to read and interpret plans, diagrams, architectural blueprints and specifications.
- 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.
- Ability to make standard arithmetic computations to calculate the dimensions of the project or building under construction, identify the proper placement of important structural components of the project or

	<p>building, and calculate the quantity of materials and labor required to complete the project or building.</p> <ul style="list-style-type: none"> <li>• Ability to work comfortably at heights such as climbing ladders, working on scaffolds, platforms and lifts.</li> <li>• Ability to push, pull, lift and carry heavy objects and equipment (50+ lbs).</li> <li>• Ability to work in confined spaces in accordance with requirements.</li> <li>• Ability to work outside in various temperatures and inclement weather for extended periods of time.</li> <li>• Ability to understand and carry out oral and written instructions.</li> <li>• Must have basic computer skills and knowledge in the use of Microsoft programs. Prefer additional experience with facilities or other database systems.</li> <li>• Ability to train and supervise others.</li> <li>• Ability to read and write in English.</li> <li>• Demonstrate reliability and trustworthiness.</li> <li>• Good oral and written communication skills. Written materials must be clear and concise.</li> </ul>
<p>Minimum Qualifications:</p>	<p>Must have at least three (3) years of New York State service in a maintenance, engineering or similar title series allocated to a Grade 9 or above with experience performing duties in the mechanical or building trades*;</p> <p style="text-align: center;"><b>OR</b></p> <p>Five (5) years of 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.*</p> <p style="text-align: center;"><b>AND</b></p> <p>Candidate must meet the minimum qualifications of General Mechanic, SG-12.</p> <p><u>NOTE:</u> Completion of an appropriate two-year technical school may be substituted for one year of experience.</p> <p style="text-align: center;"><b>AND</b></p> <p>Within nine (9) months of the date of appointment must obtain a New York State Department of Health (NYSDOH) Approved Backflow Tester – Certification.</p> <p>Within nine (9) months of the date of appointment must obtain a New York State Code Enforcement Official – Certification.</p> <p>Must be at least 18 years of age and have a high school diploma or GED.</p> <p>Must have and maintain a valid driver's license to operate a motor vehicle in the State of New York.</p> <p>Will be required to utilize vehicles for site visits and other travel.</p>

May be required to acquire and maintain a military driver's license to operate military vehicles and equipment.

Must report any changes in driver's license status to supervisory change of command and State Human Resources.

Must be able to push, pull, lift and carry heavy objects and equipment (50+ lbs).

Must be able to read and write in English.

Must be able to operate and maintain tools, machinery and equipment required for craft to which assigned.

Must be knowledgeable of and able to independently use Microsoft Office Software – MSWord and Excel. Ability to use PowerPoint and/or Access preferred.

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.

Within 90 days of appointment, will be required to complete all training associated with and perform regular tasks required in the Statewide Financial System (SFS).

\* Candidate must meet minimum qualifications for General Mechanic, SG-12 tradesman. Other combinations of education and work experience, including military, may also be considered provided candidate demonstrates certification and knowledge as required above.

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.

	<p>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.</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: MARCH 27, 2024 UPDATED: JUNE 5, 2024, JULY 23, 2024, OCTOBER 2, 2024</p>	

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