

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

## VACANCY ANNOUNCEMENT #25-03

**PREVIOUS APPLICANTS TO VACANCY #24-06 DO NOT NEED TO REAPPLY FOR CONSIDERATION**

**CLOSING DATE: CONTINUAL UNTIL FILLED  
 VACANCY ANNOUNCEMENTS CAN BE CLOSED 15 DAYS AFTER THE ORIGINAL POSTING DATE**

**UPDATED LOCATIONS: MARCH 13, 2025**

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:	Facilities Operations Assistant 1
Locations:	<p>New York State Division of Military and Naval Affairs (DMNA):</p> <p>New York State Armory:</p> <ul style="list-style-type: none"> <li>• Fort Drum – (1 vacancy)</li> <li>• Lockport – (1 vacancy)</li> <li>• Latham Headquarters – (3 vacancies)</li> </ul> <p>Training Sites:</p> <ul style="list-style-type: none"> <li>• Camp Smith Training Site – (2 vacancies)</li> </ul>
Salary Grade:	SG-6
Salary Range:	<p>Current Start Rate: \$36,232*          Job Rate: \$44,828</p> <p>(*All hires begin at “Start Rate” unless prior state experience affords eligibility for hiring step increase as determined by OSC.)</p> <p>In addition: Camp Smith Training Site will receive a Downstate adjustment of \$3,400 annually.</p>
Duties and Responsibilities:	<p>Under the supervision of a higher-level maintenance/custodial position or the Superintendent/Manager, Facilities Operations Assistant 1 perform various custodial and facilities maintenance responsibilities. This position will have a primary focus on painting work including preparing surfaces and applying coats of paint, varnish, and other finishes and stains to decorate and protect interior or exterior surfaces and fixtures of buildings, structures, furniture, equipment, and materials. In addition, they often are assigned to tasks and/or provide assistance with activities typical of a variety of trade specialties such as in the areas of</p>

carpentry, mechanical, electrical, motor equipment or painting.

Such tasks involve the use of the tools and equipment of a trade under very specific instructions. On occasion, incumbents may operate motor vehicles and power-driven equipment. The work may require light, medium and heavy physical effort in cleaning and caring for a building(s) and adjacent grounds area. The position may report to state and/or federal supervisory personnel. Incumbents of this position are considered essential personnel.

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. The position may report to state and/or federal supervisory personnel.

**Responsibilities may include but are not limited to the following:**

- Perform general grounds maintenance tasks such as clearing sites, mowing lawns, cutting brush 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.
- Perform general facilities maintenance such as cleaning common areas, offices and restrooms, painting and moving furniture.
- Maintains automotive equipment and other machinery.
- Will perform various maintenance duties to ensure the overall facility operations are maintained to meet health and safety standards.
- When applicable, the individual will assist with maintenance requirements for the Nonmilitary Use Program.
- Will have limited utilization of computers for basic record keeping such as timesheets, work orders, calendaring, data entry, etc.
- Demonstrate reliability and trustworthiness.
- Will complete and attend training as required.
- Periodic overtime may be required.
- Periodic travel may be required to other facilities; to attend training; or other requirements related to duties as needed.
- Performs other duties as assigned.

**JOB REQUIREMENTS**

- Working knowledge of safety standards and procedures.
- Ability to use the tools, machines, equipment and materials of the trade or trades to which assigned in a safe, effective and efficient manner.
- 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 operate a motor vehicle, other motorized equipment and a variety of light mechanized construction equipment.

Minimum  
Qualifications:

Applicants must be physically able to perform moderate to heavy physical labor.

Work experience in maintenance, grounds work, construction, or other labor-intensive work environment is preferred.

Experience working independently with minimal supervision as well as preferred experience working with a crew on maintenance or construction type projects.

**AND**

Must be at least 18 years of age.

Must be able to read and write in English.

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 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.

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 and training.

Ability to work outside in various temperatures and inclement weather for extended periods of time.

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

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 clearance 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;

	<p>failure to do so will subject the individual to disciplinary action, including possible termination.</p> <p>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>
<p>How to Apply:</p>	<p>To be considered for an interview, please submit your cover letter and resume to one of the following:</p> <p><b>BY E-MAIL (PREFERRED METHOD):</b>  Send to: <a href="mailto:ng.ny.nyarnq.mbx.mnhs-job-posting@army.mil">ng.ny.nyarnq.mbx.mnhs-job-posting@army.mil</a>  Subject line to say: Job Title and Location</p> <p><b>BY MAIL:</b>  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>BY FAX:</b>  (518) 786-6085  Fax Cover sheet to say: Job Title and Location</p> <p>In your submission, please be sure to indicate <b><u>what position and location you are apply to</u></b>. Ensure to <b><u>CLEARLY note how you meet the minimum qualifications</u></b> for the position. Be sure to include any specific licenses and/or certification in a skilled trade.</p> <p><b><u>Vagueness and omissions will not be resolved in your favor.</u></b></p> <p>For questions, please reach out to Sate Human Resources at (518) 786-4830</p> <p><b>This vacancy announcement will be posted until filled.</b>  <b>Vacancy announcements can be closed 15 days after the original posting date listed below.</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,</p>

	TRAINING AND EXPERIENCE IN RELATION TO THE DUTIES AND REQUIREMENTS OF THE POSITION.
--	---

POSTED: JANUARY 16, 2025 UPDATED LOCATIONS: JANUARY 29, 2025, FEBRUARY 25, 2025, MARCH 5, 2025, MARCH 13, 2025
--

STATE VACANCY ANNOUNCEMENT #25-03

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