

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

VACANCY ANNOUNCEMENT #25-09

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

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:	Construction Project Administrator 2
Locations:	<p>New York State Division of Military and Naval Affairs (DMNA):</p> <p>Latham Headquarters:</p> <ul style="list-style-type: none"> • Directorate of Facilities Management and Engineering – (1 vacancy)
Salary Grade:	SG-23
Salary Range:	<p>Current Start Rate: \$91,464*</p> <p>Job Rate: \$109,650</p> <p>(*All hires begin at “Start Rate” unless prior state experience affords eligibility for hiring step increase as determined by OSC.)</p>
Duties and Responsibilities:	<p>Assigned to the Facilities Management and Engineering Directorate (MNFE), these positions support Agency operations relating to design, construction and project management. The Construction Project Administrator (CPA) series requires administrative collaboration and oversight of all MNFE designated projects in accordance with National Guard Bureau (NGB) standards -- specifically the requirements of the Master Cooperative Agreement between the NGB and the DMNA -- as well as all applicable agency and labor contract requirements, current and as amended. CPAs may also perform special studies and research projects related to assigned projects.</p> <p>Specifically these positions plan, schedule, and monitor building construction, repair, and rehabilitation projects from planning stages, through the completion in order to assure that proposals meet Agency/NGB needs; are within accepted cost limitations; and that project elements are completed according to schedule. CPAs serve as the contact person for assigned projects; resolve problems with and between the Agency/NGB and architectural and engineering staff, consultant contractors, and representatives of relevant State agencies; obtain approvals for projects; answer questions about project specifics; and schedule and coordinate</p>

the activities of engineers, architects, estimators, contract writers and analysts, contractors, and other occupations connected with projects.

These positions require significant technical knowledge and skills in engineering, architectural, drafting, construction project management, landscape architecture or similar field(s). The Construction Project Administrator 2 is required to interpret, explain and present various drawings and design documents.

The position performs responsibilities in accordance with all current and amended, DMNA policies and procedures, federal and state statutes, and where applicable, the contract bargaining agreement and requirements of the National Guard Bureau (NGB), specifically the Master Cooperative Agreement (MCA) and supporting regulations. The position may report to state and/or federal supervisory personnel.

Specifically, CPA duties include, but are not limited to:

- Management and coordination of project(s) assigned.
- Development of detailed schedules and plans for assigned projects.
- Coordination/attendance of development meetings to include all pertinent parties regarding project progression, timeliness and completion.
- Review and monitor funding limits and authorization requirements based on the size and scope of the project.
- Perform assessment of current infrastructure to aid in the development and prioritization of construction, repair and rehabilitation projects.
- Provide feedback on project details and specifications to MNFE management, NGB and other appropriate parties.
- Identify technical services and contracting needs (i.e., electrical and architectural specifications) and prepare a statement of assignments for all participants through completion of project, and provide project status reports for all relevant parties.
- Review projects assigned and ensure design and construction are within approved specifications and costs.
- Utilize Agency data systems -- currently the Statewide Financial System (SFS) -- to assist in the preparation of Federal and State financial documentation for purchasing, contracting and reconciliation of applicable funds.
- Assist with the development of annual budget and financial plans for assigned projects.
- Conduct studies and research issues, programs or operations, in relation to assigned projects, and prepare reports and recommendations.
- As directed, prepare project status reports, financial accounts and other related technical documentation and/or records.
- Participate in the creation of specification, design and construction plans and documents.
- Assist in the planning and revisions of MNFE priorities for current and future projects.
- As needed, provide training to ensure project needs are met in accordance with Agency/NGB plans, priorities and timelines.
- Provide input on long-range capital construction and rehabilitation planning and budgeting.

- Consult with MNFE management regarding short and long range fiscal planning for Agency construction projects
- Provide input to management for the establishment or revision of priorities for construction, repair, and rehabilitation projects.
- Work with grant funding resource support offices on construction projects with multiple funding sources.
- Make periodic site visits/inspections of Agency/NGB project locations to evaluate compliance with contract parameters and applicable building codes.
- Frequently meet in person with program, Agency staff and members of other Federal, State and local agencies to provide information and status updates.
- Coordinate with staff in the tracking and monitoring of required permits.
- Perform other duties as assigned.

Responsible for the management of a range of projects from multiple small and moderately simple building rehabilitation and repairs, to medium to large scale and fairly complex projects. The CPA2 is expected to perform duties with considerable independence and professionalism. They may provide supervision to subordinate personnel in the absence of senior supervisors as well as provide direction and supervision to subordinate personnel assigned to support a specific project. Projects assigned may range from the installation or replacement of fire detection/alarm systems, roofs, wiring and other interior and exterior building rehabilitations, to new construction, rehabilitation or renovation of buildings or building complexes. In addition, incumbents will provide assistance to higher level staff on major construction, rehabilitation, and renovation projects, and prepare recommendations and documents for review by higher level staff.

The CPA2 is expected to provide recommendation and feedback on projects assigned to include design, planning, scheduling, and cost estimations. These individuals will coordinate the planning, scheduling, and monitoring of building construction, repair, and rehabilitation from initial stages through project completion. In accordance with Agency/NGB requirements, the CPA2 will ensure proposals and projects are within accepted cost limitations, and meet specifications and schedule requirements. The CPA2 will serve as the central point of contact and liaison for assigned projects and is responsible for the resolution of problems between the Agency/NGB, architectural or engineering staff, consultants/ contractors, and representatives from other State agencies involved. In addition, they will serve as the contact and liaison between other Agencies and project participants by providing information, identifying and resolving problems, and obtaining approvals for funding, construction, design approval, payments, work acceptance and change orders.

Job Requirements:

- May be required to have working knowledge of General Fund Enterprise Business Systems (GFEBS).
- Working knowledge of State rules and regulations, policies and guidelines associated with State construction projects; specifically guidance and requirements while working with the Office of General Services (OGS).
- Working knowledge of the principles of construction project scheduling.

- Ability to read, understand and interpret contracts, design plans, and other technical documents, often containing regulatory and complex building construction terminology.
- Capability to prepare comprehensive building construction project plans and schedules, as well as ability to adjust both throughout project as needed.
- Strong ability to analyze project needs and communicate same to supervisor(s) and project team as needed.
- Preferred experience working with grant funding, or on construction project with multiple funding sources.
- Must have strong organizational skills; ability to multi-task and prioritize multiple deadlines.
- Ability to perform tasks independently without supervision as well as motivate and coordinate a team to complete the project assigned.
- Capability to determine, negotiate and establish project priorities for assignments.
- Ability to prioritize duties and responsibilities and ensure deadlines are met.
- Strong written and verbal communication skills.
- Ability to interact and work well with various categories of people to include co-workers, management, Federal and State personnel, contractors and representatives from other agencies.
- Ability to train and supervise subordinates and demonstrate an understanding of the basic principles of supervision.
- Knowledge of budget development and capital construction planning.
- Ability to present materials to supervisors and Executive Management in a professional and articulate manner.
- Ability to prepare written material in a clear and concise fashion.
- Ability to read and write in English.
- Demonstrated reliability and trustworthiness.
- May be required to supervise staff.
- Will complete and attend training as required.
- Periodic overtime may be required.
- Regular travel will be required using various modes of transportation to include driving, trains, and air travel.
- Performs other duties as assigned.

Minimum Qualifications:

Two years of college study in engineering, engineering technology, architectural technology, construction technology or similar field of study (Associates Degree or Certification in field of study is preferred), and five (5) years of satisfactory full-time experience in building construction field; with at least two (2) years of full-time experience in building construction project management;

OR

A Bachelor's Degree in engineering, architecture, landscape architecture, construction technology, architectural technology, or similar field of study and a minimum of three (3) years satisfactory full-time experience in building construction field; with at least one (1) year of full-time experience in building construction project management.**

AND

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

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).

Must be able to read and write in English.

Must be proficient in and able to independently use Computer-Aided Design (CAD) software.

Must hold a current certification as a New York State Code Official or must obtain certification within twelve (12) months from date of hire.

Must be proficient in and able to independently use Microsoft Office software – MSWord and Excel. Ability to use PowerPoint and/or Access also preferred.

* Should related systems, 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 for the Construction Project Administrator 2 must demonstrate direct relevance to the job duties and abilities noted above and combine to at least seven (7) years of credits and experience and candidate for the Construction Project Administrator 3 must demonstrate direct relevance to the job duties and abilities noted above and combine to at least eight (8) years of credits and experience

Must be able to read, understand and interpret contracts, design plans, and other technical documents, often containing regulatory and complex building construction terminology.

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.

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 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 an interview, please submit your cover letter and resume to one of the following:

BY E-MAIL (PREFERRED METHOD):

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

Subject line to say: Job Title and Location

BY MAIL:

New York State Division of Military and Naval Affairs
State Human Resources Management
330 Old Niskayuna Road
Latham, New York 12110-3514
Attn: Classifications

BY FAX:

(518) 786-6085

Fax Cover sheet to say: Job Title and Location

In your submission, please be sure to indicate **what position and location you are apply to**. Ensure to **CLEARLY note how you meet the minimum qualifications** for the position. Be sure to include any specific licenses and/or certification in a skilled trade.

Vagueness and omissions will not be resolved in your favor.

For questions, please reach out to Sate Human Resources at (518) 786-4830

This vacancy announcement will be posted until filled.

Vacancy announcements can be closed 15 days after the original posting date listed below.

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: JANUARY 29, 2025

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