

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

VACANCY ANNOUNCEMENT #26-55

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:	Environmental Specialist
Locations:	New York State Division of Military and Naval Affairs (DMNA): Air National Guard Base (ANGB): • Stratton – 109th – Scotia, NY – (1 vacancy)
Salary Grade:	SG-14
Salary Range:	Current Start Rate: \$56,506* Job Rate: \$68,630 (*All hires begin at “Start Rate” unless prior state experience affords eligibility for hiring step increase as determined by OSC.)
Duties and Responsibilities:	Under the direction of the Environmental Manager or other designated supervisor, the Environmental Specialist provides technical assistance requiring specialized training and experience. Incumbents monitor and assess base compliance in the management of hazardous waste, solid waste, recycling, pollution prevention and pesticide application programs ensuring procedural and operational alignment with all State and Federal statutes, rules, regulations and relevant Code of Federal Regulations (CFRs), including but not limited to 29 CFR (DOT Markings) and 40 CFR (EPA Standards). Assist supervisor with base environmental program administration and operations. 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. Responsibilities may include but are not limited to the following: • Administrator of the Base Central Accumulation Area (CAA) facility for on-base storage of hazardous waste (HW).

- Perform mandatory weekly CAA inspections, ensure deficiencies are corrected and maintains inspection logs to meet regulatory requirements.
- Coordinate with base personnel for waste deliveries and contractors for waste pick-ups at the CAA.
- Accurately maintain HW tracking logs for waste received at and disposed of from the CAA.
- Perform necessary tasks to maintain facility in a safe condition.
- Perform duties in support of the installations Storm Water Pollution Prevention (SWPP) and Spill Prevention, Control and Countermeasures (SPCC) Programs.
- Act as the alternate contact during Spill Response situations.
- Assist with the solid waste management program to include Universal Waste (UW), HW, used oil, recycling and Hazardous Material (HM).
- Participate and assist with the Hazardous Materials Management Program (HMMP).
- Provide training to base personnel as necessary regarding the base's environmental program.
- Act as the base Integrated Pest Management Coordinator.
- Will complete and attend training as required.
- Periodic overtime may be required.
- Periodic travel will be required using various modes of transportation.
- Performs other duties as assigned.

JOB REQUIREMENTS:

- Working knowledge of Federal, State, and local environmental legislation, rules, and regulations.
- Knowledge of methods of handling and decontamination procedures with regard to hazardous and/or toxic materials.
- Good working knowledge of Microsoft Office Suite, especially Word and Excel.
- Ability to read and analyze technical environmental data and draw conclusions.
- Ability to interpret technical material including maps, charts and graphs.
- Ability to prepare written material in a clear and concise form.
- 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 follow directions, ensure follow through and completion of assignments and seek assistance or report concerns when needed.
- Ability to train and present to others basic principles of environmental program and issues.
- Ability to read and write in English.
- Demonstrate reliability and trustworthiness.
- Good verbal and written communication skills.
- Perform other duties as assigned.

Minimum
Qualifications:

Associate's degree or higher from a regionally accredited college or university in a related field of study. As well as two (2) years of full-time experience in hazardous

waste or solid waste disposal experience to include working with vendors or disposal contractors including manifesting. This experience must have included such duties as administration of various environmental programs, reporting as required and collection of environmental samples for laboratory analysis and waste determination. Candidate may be required to show documentation to support experience.*

AND

As a condition of employment, current training documentation in accordance with 29 CFR 1910.120 is required. (If training has lapsed, it must be renewed at start of assignment – no later than 60 days from appointment).**

Must meet any and all New York State or Federal certification/license requirements – above and beyond the previously noted 29 CFR 1910.120 requirements – within nine (9) months of the date of appointment.**

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 proficient in Microsoft Office Suite.

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.

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.

*Other combinations of education and work experience combining to (4) years, including military, may be considered, however, candidate must demonstrate direct relevance to meet the job duties noted above. Certification requirements must be met.

	**As a condition of employment, should regulations require additional training, certification, licensing or recertification in the future, employee is required to meet and maintain such additional requirements. At all times, the employee <u>MUST</u> 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 an interview, please submit your cover letter and resume to one of the following: BY E-MAIL (PREFERRED METHOD): Send to: ng.ny.nyarnq.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 <u>what position and location you are applying to.</u> Ensure to <u>CLEARLY note how you meet the minimum qualifications</u> for the position. Be sure to include any specific licenses and/or certification in a skilled trade. <u>Vagueness and omissions will not be resolved in your favor.</u> For questions, please reach out to State Human Resources at (518) 786-4830. Vacancy announcements can be closed 15 days after the original posting date.
Subject of Interview:	ALL CURRENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM

	QUALIFICATIONS ARE ENCOURAGED TO APPLY. INTERVIEWEES WILL BE EVALUATED BASED ON THEIR QUALIFICATIONS, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION.
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	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.
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POSTED: TBD

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