

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

VACANCY ANNOUNCEMENT #26-136

CLOSING DATE: NOVEMBER 11, 2026

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:	Housekeeper
Location:	New York State Division of Military and Naval Affairs (DMNA): <ul style="list-style-type: none">• Camp Smith Training Site
Salary Grade:	SG-7
Salary Range:	<p>Current Start Rate: \$39,956*</p> <p>Job Rate: \$49,364</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: the Camp Smith Training Site will receive a Downstate adjustment of \$4,150 annually.</p>
Duties and Responsibilities:	<p>Housekeepers are responsible for the cleaning, care, and upkeep of assigned buildings or areas of large buildings in State facilities, including resident staff living quarters, administrative work areas, study areas, classrooms, and meeting rooms. As working supervisors, these positions perform cleaning and care tasks requiring light, medium, and heavy physical effort, requisition and distribute linens and household supplies, and supervise a small staff.</p> <p>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. Performs a variety of cleaning and care tasks including, but not limited to, the following:</p> <ul style="list-style-type: none">• Picks up and removes hazardous articles which may be on floors, furniture, and equipment and places them in designated receptacles or in appropriate places.

- Using mops, brushes, and other cleaning implements, washes floors, corridors, stairwells, walls, partitions, and windows from the inside of buildings.
- Using manual and/or mechanical equipment, vacuums and waxes floors and shampoos carpets.
- Using hand-operated equipment and detergents, scrubs and cleans lavatories and/or showers.
- Using appropriate equipment, such as ladders, washes light fixtures and replaces light bulbs.
- Polishes wood and metal fixtures and equipment.
- Requisitions and dispenses linens, household supplies, and equipment, maintains appropriate inventories.
- May also wash laundry; changes bed linens; and assists in event planning and preparation.
- Reports need for building repairs and recommends superior the repair and replacement of furniture, building fixtures, and household equipment.
- May have limited utilization of computers for basic record keeping such as timesheets, work orders, calendaring, data entry, etc.
- Attend meetings as required.
- Will complete and attend training as required.
- Periodic overtime may be required
- Periodic travel may be required using various modes of transportation.
- Performs other duties as assigned.
- Supervises lower-level custodial personnel in the cleaning and care of an assigned area:
- Assigns specific tasks and gives instructions to custodial personnel.
- Provides instruction, assistance and demonstrates proper cleaning procedures
- Provides assistance in resolving work problems and reviews work while in progress and upon completion.
- Reviews time and accrual records of subordinate cleaners.
- Evaluates employee performance, noting problems and suggesting improvements.

JOB REQUIREMENTS:

- Working knowledge of the properties of various cleaning substances.
- Working knowledge of household supply requisitioning and inventory practices and techniques.
- Basic knowledge of the principles of supervision.
- Ability to understand and follow verbal and written instructions.
- Ability to use various cleaning equipment and products.
- Ability to recognize the need for building and household repairs.
- Ability to stoop, bend, stretch, and stand for long periods of time.
- 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.

	<ul style="list-style-type: none"> • Ability to perform manual labor requiring frequent medium and occasional heavy effort. • Ability to communicate verbally to exchange information. • Ability to supervise a small staff. • Demonstrate reliability and trustworthiness.
Minimum Qualifications:	<p>Applicants must be physically able to perform the tasks of the position and to communicate verbally and in writing to exchange information.</p> <p style="text-align: center;">AND</p> <p>Must be at least 18 years of age.</p> <p>Must be able to read and write in English.</p> <p>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).</p> <p>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.</p> <p>Ability to work comfortably at heights such as climbing ladders, working on scaffolds, platforms and lifts.</p> <p>Ability to push, pull, lift and carry heavy objects and equipment (50+ lbs.).</p> <p>Ability to work in confined spaces in accordance with requirements and training.</p> <p>Ability to work outside in various temperatures and inclement weather for extended periods of time.</p> <p>Must be able to operate and maintain tools, machinery and equipment required for craft to which assigned.</p> <p>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.</p> <p>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.</p> <p>At all times, the employee MUST maintain minimum standards in accordance with current, and as amended, agency, statutory and NGB requirements and directives;</p>

	<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>
How to Apply:	<p>To be considered for an interview, please submit your cover letter and resume to one of the following:</p> <p>BY E-MAIL (PREFERRED METHOD): Send to: ng.ny.nyarnng.mbx.mnhs-job-posting@army.mil Subject line to say: Job Title and Location</p> <p>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</p> <p>BY FAX: (518) 786-6085 Fax Cover sheet to say: Job Title and Location</p> <p>In your submission, please be sure to indicate <u>what position and location you are applying to.</u></p> <p>Ensure to <u>CLEARLY note how you meet the minimum qualifications</u> for the position.</p> <p>Be sure to include any specific licenses and/or certification in a skilled trade.</p> <p><u>ALL DOCUMENTS MUST BE RECEIVED IN STATE HUMAN RESOURCES MANAGEMENT (MNHS) BY NOVEMBER 11, 2026.</u></p> <p><u>Vagueness and omissions will not be resolved in your favor.</u></p> <p>For questions, please reach out to State Human Resources at (518) 786-4830.</p>
Subject of Interview:	<p>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.</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.

New York State Division of Military and Naval Affairs (DMNA) is an equal opportunity employer. NYS Human Rights Law prohibits discrimination because of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status, domestic violence victim status, gender identity, prior conviction records, prior arrests, youthful offender adjudications, or sealed records.

If you require a reasonable accommodation during the application process due to a disability or medical condition, you may request it by contacting the personnel team at nq.ny.nyarnq.mbx.mnhs-job-posting@army.mil. They will work with you and the agency's Designee for Reasonable Accommodation (DRA) to assist you.

POSTED: OCTOBER 27, 2026

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