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

VACANCY ANNOUNCEMENT #26-133

CLOSING DATE: NOVEMBER 25, 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:	Plant Utilities Engineer 1 (Part-time)
Location:	New York State Division of Military and Naval Affairs (DMNA): • Francis S. Gabreski-106th-Westhampton Beach, NY
Salary Grade:	SG-14
Salary Range:	**$29,525 (Part-time salary based on 50% of full-time salary)** 20 hours per workweek is required (schedule based on operational needs)
Duties and Responsibilities:	Under general supervision, the Plant Utilities Engineer 1 supports plant facilities that generate both cooling and heating systems and is responsible for several functions of plant operations at the journeyman level. Incumbent operates, maintains, and repairs mechanical heating and air-conditioning equipment for facilities or a multi-structure base with multiple utility equipment installations. Incumbents of this position are considered essential personnel. 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: Heat Generating Equipment • Operate and maintain boilers, forced or induced draft fan systems, and multi-fuel boiler systems. • Conduct boiler and water system testing, analyzing results, and adding chemicals to maintain proper residuals in boiler and piping systems. Air-Conditioning Equipment • Operate and maintain large central absorption, centrifugal, screw driven and hermetic chiller systems and refrigeration equipment.

- Operate and maintain all related auxiliary air-conditioning equipment.
- Conduct chilled water and condenser water chemical analysis to maintain proper residuals.

HVAC Equipment

- Operate and maintain heating, ventilation, and air conditioning (HVAC) systems.
- Troubleshoot, repair, and calibrate electronic and pneumatic combustion and HVAC control systems.
- Calibrate controls and balance air distribution systems and maintain proper air temperature, humidity, fresh air and airflow quality.
- Ensure proper operation and airflow through various exhaust systems, including laboratory fume hoods, medical facility exhausts and general exhaust systems.

Health and Safety

- Handle various types of hazardous materials such as refrigerants, fuel oil, solvents, antifreeze, biocides, nitrates, amines, ethanol, acids, caustic soda, regulated waste and refuse.
- Ensure all proper health and safety procedures and requirements are followed with the removal, disposal, handling and storage of hazardous materials and when performing all duties and responsibilities.
- Maintain any and all records and reports in a secure location in accordance with supervisory procedures and guidance.
- Ensure all reporting is accomplished in accordance with requirements and supervisory guidance.

Energy Conservation

- Identify, recommend, and develop energy conservation projects.
- Survey, monitor and operate equipment and systems to determine the most efficient mode to determine if equipment is operating according to specifications.
- Install new equipment and/or modify existing equipment to operate at peak performance.

Miscellaneous

- Responsible for the operation, preventative maintenance and repair of sprinkler and fire safety systems.
- Must maintain all certifications or training required to perform duties and responsibilities of the position.
- Work from verbal, written descriptions, drawings or sketches to design, plan, layout and complete assigned projects.
- Maintain shop machinery in accordance with requirements.
- Perform skilled and semiskilled duties of lower graded positions within the maintenance series as operationally required.
- Perform general grounds maintenance tasks such as clearing sites, mowing lawns, maintaining roads and sidewalks, snow and ice removal, collection/ pick-up of trash and other obstructions from in and around the building and surrounding areas.
- May perform supervisory duties.

- 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 applicable Federal, State and local codes, standards, rules and regulations.
- Working knowledge of the methods, materials, tools and equipment used.
- Working knowledge of energy conservation and related concepts; specifically rules and regulations associated with heating and cooling system operations.
- Working knowledge of safety standards and procedures; and apply same when performing duties and responsibilities.
- General working knowledge of any and all computer software related to the trade specialty.
- Ability to handle, use and properly dispose of hazardous chemicals.
- Ability to read and interpret diagrams and architectural blueprints.
- Ability to train and supervise subordinates.
- Ability to work and supervise in confined spaces for extended periods of time – must provide documentation of proper training/certification.
- 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 outside in various temperatures and inclement weather for extended periods of time.
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- Incumbents of this position are considered essential personnel.
- Ability to analyze project needs and communicate same to supervisor.
- Ability to operate a motor vehicle, other motorized equipment, and a variety of light mechanized construction equipment.
- Ability to perform complex and routine repairs and maintenance on heating, cooling, HVAC equipment along with general maintenance and repair as operationally needed.
- Ability to make standard arithmetic computations to address the size and scale of various project details; and to calculate the quantity of materials and labor required to complete such project.
- 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 read and write in English.

	• Good verbal and written communication skills. • Demonstrate reliability and trustworthiness. • Other duties as assigned.
Minimum Qualifications:	An Associates degree from a regionally accredited college or university, in Plant Utilities Technology or equivalent; plus, two (2) years of full-time, hands-on experience in the operation and maintenance of boilers and HVAC equipment in a commercial, industrial, or institutional facility. **OR** Four (4) years full-time, hands-on experience in the operation and maintenance of boilers and HVAC equipment in a commercial, industrial, or institutional facility. **NOTE: Experience limited to residential applications is not considered qualifying.** **AND** **Within six (6) months of the date of the appointment must be properly certified as a Universal Technician as required by the Code of Federal Regulations 40, part 82 subpart F (CFR 40, Part 82.161). **** **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. Incumbents of this position are considered essential personnel.

	Must be able to operate and maintain tools, machinery and equipment required for craft to which assigned. Must be familiar with and be able to independently use commonly utilized software programs such as Microsoft Word and Excel. Required to have 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, including military, may be considered, however, candidate must demonstrate direct relevance to the job duties noted above as well as proof of certification and licensure eligibility under New York State and Federal regulation and statutory requirements. ** Upon hire must meet and maintain as necessary any and all New York State or Federal certification/license requirements. Should regulations or statutes require additional licensing, recertification or training in the future, employee will be required to meet such additional requirements. At all times, the employee MUST 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.nyarng.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 applying 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. **ALL DOCUMENTS MUST BE RECEIVED IN STATE HUMAN RESOURCES MANAGEMENT (MNHS) BY NOVEMBER 25, 2026.** **Vagueness and omissions will not be resolved in your favor.** For questions, please reach out to State Human Resources at (518) 786-4830.
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. 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. *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 ng.ny.nyarng.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 26, 2026	

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