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

VACANCY ANNOUNCEMENT #26-140

CLOSING DATE: APRIL 21, 2027

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 – Hourly **(Temporary Winter Seasonal Positions)** **(Anticipated duration of employment thru – April 21, 2027)**
Locations:	New York State Division of Military and Naval Affairs (DMNA): • Auburn FMS
Salary:	**$17.35/hr. (40 hrs./week)**
Duties and Responsibilities:	Under the supervision of a higher-level maintenance/custodial position or the Superintendent/Manager, Maintenance Helpers perform various custodial and facilities maintenance responsibilities. 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 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. • Periodic overtime may be required • Periodic travel may be required to other facilities; to attend training; or other requirements related to duties as needed. • Other job duties as assigned. • Incumbents of this position are considered essential personnel.
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 possess a valid driver's license to operate a motor vehicle in the State of New York. 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. Must be at least 18 years of age. Must be able to read and write in English. 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. Must be able to operate and maintain tools, machinery and equipment required for craft to which assigned. 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 statutes, agency requirements and directives. Failure to do so will subject the individual to disciplinary action and/or 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 APRIL 21, 2027.** **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 28, 2026

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