

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

VACANCY ANNOUNCEMENT #26-135

CLOSING DATE: NOVEMBER 26, 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:	Safety and Health Program Manager
Location:	New York State Division of Military and Naval Affairs (DMNA): Latham Headquarters: <ul style="list-style-type: none">• Directorate of Facilities Management and Engineering
Salary Grade:	Management Confidential (MC)
Salary Range:	Expected salary: \$86,256
Duties and Responsibilities:	<p>Under the supervision of the Director, Facilities Management and Engineering, or other appropriate supervision, the Safety and Health Program Titles develop safety guidelines and procedures for use by managers and their staff to ensure state personnel adhere to proper health and safety protocols. The incumbent evaluates the effectiveness of the state safety, fire safety and emergency services programs and ensures effective implementation of health protective measures by establishing and maintaining controls over low, normal, and high safety risks.</p> <p>The incumbent is responsible for ensuring safety and code compliance requirements including reporting hazardous conditions and safe operations. Serves as the directorate subject matter expert on all safety, fire safety, emergency services, New York State (NYS) codes and engineering safety issues; reviews accident and health exposure reports to identify unsafe conditions and recommends solutions; investigates all fires and other emergencies and provides after action reports providing guidance and steps to prevent other types of fires and emergencies; ensures testing of fire alarms, fire extinguisher and smoke alarms for proper function and identifies those requiring replacement and/or maintenance in accordance with National Fire Protection Association (NFPA) and NYS Codes. Tracks and ensures compliance with preventative Maintenance contracts for fire alarm systems at all applicable locations in conjunction with the state facility operations staff.</p> <p>The incumbent inspects facilities on an annual basis for compliance with fire safety codes, regulations, and other State and local requirements; inspects buildings and equipment to detect fire hazards and enforce State and local regulations; review</p>

evacuation plans to determine the ability of facilities to respond to fire and other emergencies; and conduct training in safety awareness and regulatory requirements. Functions as a primary Code Enforcement Officer on behalf of the agency. Produces an inspection report following each facility visit, noting deficiencies and on-the-spot corrections as well as the reinspection date.

Safety and Health Program Managers and Safety and Health Program Associates can perform all duties and responsibilities. However, Safety and Health Program Managers will have statewide responsibilities while a Safety and Health Program Associate will be responsible for a smaller geographic area or single locality.

This position is management confidential and is not covered under labor contract provisions within the DMNA.

The position must ensure responsibilities and programs are performed 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.

Responsibilities may include but are not limited to the following:

- Plans, organizes, and evaluates various safety programs.
- Provide safety, fire safety and emergency services training for state facility operations staff. Works with Human Resources to develop training as applicable.
- Tracks and reports agency compliance with all required and applicable trainings.
- Ensures testing of fire alarm and detection systems, fire suppression systems and smoke alarms for proper function. Works with the facility/location state facility operations staff to contract and schedule.
- Tracks and ensures every location across the state has a fire alarm monitoring contract in place, as applicable, in conjunction with the state facility/administrative/operations staff.
- Maintains a master list, updating as required, the types and quantity of fire suppression systems in all facilities, as applicable, along with chemicals contained within.
- Ensures each building has a centrally located sign identifying the occupancy capacity per fire code, maintains and verifies a master list of each for records.
- Works closely with the New York State Codes Division, Occupational Safety and Health Administration (OSHA), Americans with Disabilities Act (ADA), New York State Office of Fire Prevention and Control (OFPC), New York State/County/City Fire Marshall, New York State Industrial Health Office, and National Guard Bureau (NGB).
- Provides OSHA 10 and 30 course training to agency employees, as required and approved by immediate supervisor.
- Reviews accident and health exposure reports to identify unsafe conditions and recommends solutions.

- Conducts facility inspections at every location on an annual basis, reinspects facilities, as needed, to validate findings from prior inspection have been corrected.
- Investigates fires and other emergencies and provides after action reports providing guidance and steps to prevent other types of fires and emergencies.
- Implements public law mandated programs impacting civilian and military employees working in structures used for various levels of administration, supply and maintenance functions.
- Plans and directs special occupational health/industrial hygiene studies based upon validated need or detected variance from established standards.
- Evaluates and analyzes accident frequency, cause data, accident reports, safety survey reports, facility operations, and other activities having a direct impact on accident prevention.
- Develops and evaluates countermeasure programs to correct unsafe procedures or conditions.
- Coordinates hazard abatement issues with key staff personnel, Environmental office, and appropriate agencies as required.
- Maintains and updates the Master 'Facility Safety Officer' roster for the New York Army National Guard units.
- Ensures review of and coordination on state ARNG regulations and major command standing operating procedures to incorporate safety and occupational health related requirements.
- Plans and develops work to be accomplished, sets priorities and prepares schedules for completion of work.
- As the agency's expert on health and safety matters, will work with the State Human Resources Office as needed to assess working conditions and operations in response to complaints impacting state personnel; to include workplace violence situations.
- Audits facility fire drill records and trains facility occupants on how and when to conduct fire drills.
- Establishes and maintains a program of range certification, explosive safety and safety management in accordance with appropriate regulations.
- Identifies and justifies safety, occupational health and industrial hygiene budget requirements to include training, travel, employee health testing, safety equipment and material funds.
- Will be required to work on computers using Microsoft Office products (Word, Excel, Outlook, etc.) as well as various databases associated to New York State and facilities operations; such as the Statewide Financial System (SFS).
- Attend meetings as required.
- Will complete and attend training as required.
- Additional hours may be required.
- Regular travel will be required.
- Performs other duties as assigned.

JOB REQUIREMENTS:

	<ul style="list-style-type: none"> • Knowledge of State of New York Rules and Regulations for Code Enforcement and Administration. • Knowledge of the requirements under the Public Employee Safety and Health (PESH) Bureau and the Occupational Safety and Health Administration (OSHA). • Knowledge of safety concepts, principles, and practices necessary to plan and carry out a comprehensive statewide program. • Knowledge required to review, analyze and evaluate safety hazards contained in hazard abatement plans. • Knowledge of testing equipment and sampling techniques to oversee the work of employees performing safety functions. • Knowledge and communication skills necessary to provide guidance to staff level personnel of actions required and impact on operations. • Ability to evaluate the effectiveness of measures recommended/taken to reduce or eliminate hazardous working conditions. • Excellent oral and written communication skills. Written materials must be clear and concise. • Must have basic computer skills and knowledge in the use of Microsoft programs. Prefer additional experience with facilities or other database systems. • 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. • Ability to train and supervise others. • Ability to read and write in English. • Demonstrate reliability and trustworthiness. • Good verbal and written communication skills. • Will have periodic training requirements. • Periodic schedule adjustments and extra hours will be required to meet work demands. • Travel will be required using various modes of transportation to include driving, trains, and air travel. • Performs other duties as assigned.
Minimum Qualifications:	<p>Associate's Degree in fire safety or fire protection, occupational safety and health, industrial hygiene, industrial engineering or related degree from an accredited community college and four (4) years of related full-time experience in fire safety, code compliance, and/or safety. *</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree from an accredited four-year college or university in occupational safety and health, industrial hygiene, industrial engineering or related degree, and two (2) years of related full-time experience in fire safety, code compliance, and/or safety. *</p> <p style="text-align: center;">OR</p>

Six (6) years of full-time experience in a related field of fire safety, code compliance, and/or safety. *

OR

Completion of Unit Safety Officer Course and six (6) total years of documented experience serving as a Unit Safety Officer (USO), Additional Duty Safety Officer (ADSO), Command/Facility Safety Officer, or Senior Safety NCO (E-7 or above) within the Armed Forces. Qualifying experience includes that in which you were substantially engaged in conducting facility and readiness center safety inspections, leading occupational hazard assessments, managing regulatory safety compliance (OSHA / applicable DODI), delivering risk management training, and briefing command leadership on safety metrics, audit findings, and corrective action plans. Applicant must cite specific qualifying experience in their resume and/or cover letter.

AND

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 hold a current OSHA 30 certification or must obtain within twelve (12) months from date of hire.

Must hold a current OSHA 30 instructor certification or must obtain within eighteen (18) 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.

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

Must be at least 18 years of age.

Must be able to read and write in English.

Must be able to work comfortably at heights such as climbing ladders, working on scaffolds, platforms and lifts.

Must be able to push, pull, lift and carry heavy objects and equipment (50+ lbs.).

Must be able to work in confined spaces in accordance with requirements and training.

Must be able 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.

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.

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).

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 – especially at Air Bases when flight line access requires SECRET.

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.

*Other combinations of education and work experience, including military, may be considered, however, candidate must demonstrate direct relevance and ability to perform the job duties noted above with a total combined education and experience of six (6) years for the Safety and Health Program Manager.

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.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 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 26, 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 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

STATE VACANCY ANNOUNCEMENT #26-135

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