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

VACANCY ANNOUNCEMENT #26-106C

PREVIOUS APPLICANTS TO VACANCY #26-106B DO NOT NEED TO REAPPLY FOR CONSIDERATION

CLOSING DATE: DECEMBER 10, 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:	Senior Engineering Technician
Locations:	New York State Division of Military and Naval Affairs (DMNA): • Stewart Air National Guard Base-105th-Newburgh, NY
Salary Grade:	SG-13
Salary Range:	Current Start Rate: $55,817* Job Rate: $67,990 (*All hires begin at “Start Rate” unless prior state experience affords eligibility for hiring step increase as determined by OSC.) In addition: the Stewart ANGB will receive a Mid-Hudson Adjustment of $2,150 annually.
Duties and Responsibilities:	Under the supervision of the Base Civil Engineer, the Senior Engineering Technician assists in the performance of civil engineering work and provides engineering support services through the inspection of construction projects, participation in field survey work, management of small project survey parties, collection and analyzation of engineering data, review of contracts and contract specifications, and preparation and review of maps and plans. 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. Specifically, Senior Engineering Technician duties and responsibilities include, but are not limited to: • Provide routine interpretations of construction specifications to contractors.

- Perform field tests of materials and construction, such as compaction tests and concrete air content tests.
- Visually inspect projects to determine compliance with specifications and commonly accepted construction methods and standards.
- Take and record measurements.
- Compute quantities of materials used, such as volumes, lengths, and batch slip weights, to determine correct payment of contract estimates.
- Meet with contractor's on-site project supervisor to discuss and resolve problems noted during inspection.
- Prepare inspection reports, noting problems and methods to correct them.
- Assist in or compiles records for projects from beginning of construction to completion.
- Gather all information needed for preparation of contract plans.
- Provide computer-aided drafting (CAD) support in the performance of field and technical investigations, drafting, surveying assistance, contract management, and engineering consulting.
- Provide Geographic Information Systems (GIS) support in the preparation of maps, sketches and diagrams of sites and proposed projects from data gathered from field surveys and office records.
- Prepares estimates of quantities of different materials needed for individual projects and calculates estimated project costs by pricing material and labor at prevailing rates.
- Develop project priority ratings for project planning studies by computing scoring according to standards and guidelines.
- Prepare draft narrative and graphic material for inclusion in contract specifications.
- Assist in preparing alternate project plans, including evaluating efforts of different proposals on surrounding area and population and summarizing cost of alternatives.
- Assist higher level staff in final assembly and summarization of project plans, estimates, and supporting documentation.
- Lead small project survey parties.
- Maintain and reviews project records and files.
- Perform engineering research and planning activities.
- Correspond with government officials, consulting engineers, and regulatory agencies to obtain, exchange, and provide information about projects and programs.
- May be required to supervise staff.
- 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.

JOB REQUIREMENTS:

- Working knowledge of applicable Federal, State and local codes, standards, rules and regulations.
- Knowledge of CAD, GIS and other supporting computer software.
- Working knowledge of safety standards and procedures.

	• Ability to train and supervise subordinates. • Ability to work outside in various temperatures and inclement weather for extended periods of time. • Ability to analyze project needs and communicate same to supervisor. • Ability to prepare written material in a clear and concise manner. • 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. • Demonstrate reliability and trustworthiness. • Good verbal and written communication skills. • Must have general working knowledge of commonly used computer software related to the trade specialty and/or agency operations; especially knowledge of Microsoft Office software. • Must successfully complete training for any required state and federal specific software and data systems such as SFS and SLMS. • Periodic travel will be required to other facilities; to attend training; or other requirements related to duties as needed.
Minimum Qualifications:	Three years of full-time satisfactory experience in field or office civil engineering work. Training may be substituted or combined with work experience to meet the three-year requirement as follows: • An Associate degree from a technical institute or community college in engineering science, civil engineering technology, or architectural technology for two years of the experience. • College training leading to a Bachelor's degree in engineering or architecture, on a year-for-year basis. • Any satisfactory combination of technical institute, community college or college training in engineering science, civil engineering technology, architectural technology, or college training as described above, on a year for year basis. **AND** Two years technical experience in the field of automated cartography; or completion of two years of college or technical institute studies in cartography, computer-aided drafting (CAD), Geographic Information Systems (GIS), or planning and surveying. **AND**

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 familiar with and be able to independently use commonly utilized software programs such as Microsoft Word and Excel.

Must have demonstrated knowledge and qualifying experience in the use of CAD and GIS software.

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.

Must be willing to travel to various locations within or outside of New York State. Various modes of travel may be utilized to include motor vehicle, plane, train or other available source.

Must be comfortable working at heights such as climbing ladders, working on scaffolds, platforms and lifts.

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

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 recertification or training in the future, employee will be required to meet such additional training 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 DECEMBER 10, 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: NOVEMBER 10, 2026

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