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

VACANCY ANNOUNCEMENT #26-89A

PREVIOUS APPLICANTS TO VACANCY #26-89 DO NOT NEED TO REAPPLY FOR CONSIDERATION

CLOSING DATE: NOVEMBER 27, 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:	Maintenance Assistant
Location:	New York State Division of Military and Naval Affairs (DMNA): • Latham Headquarters
Salary Grade:	SG-9
Salary Range:	Current Start Rate: $44,560* Job Rate: $54,773 (*All hires begin at “Start Rate” unless prior state experience affords eligibility for hiring step increase as determined by OSC.)
Duties and Responsibilities:	Under direction of the supervisor, Maintenance Assistants perform semi-skilled activities and tasks 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 hand and/or portable power tools, shop equipment, measuring and testing instruments and other equipment to perform semi-skilled maintenance, repairs, renovations and alterations. Incumbents of this position are considered essential personnel. The position may report to state and/or federal supervisory personnel. Maintenance Assistants may perform the activities of this class with considerable independence and are expected to accomplish assignments thoroughly and with professionalism. In some locations, Maintenance Assistants are the primary day-to-day overseer of the assigned facilities. Incumbent must be able to properly address problems and/or understand the reporting chain of command to have issues addressed timely. The position performs responsibilities in accordance with National Guard Bureau (NGB) standards (and where applicable those requirements of the Master Cooperative Agreement between the NGB and the DMNA), as well as agency and labor contract duties and responsibilities – 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 routine repetitive semi-skilled maintenance and repair of plumbing, electrical, carpentry, masonry and other facility services and equipment.
- Perform general grounds maintenance tasks such as clearing sites, mowing lawns, 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.
- Troubleshoot facility, equipment and/or machinery problems and work to resolve concerns in a timely manner.
- Maintain automotive equipment and other machinery.
- May perform journeymen level activities under supervision or after receiving detailed instructions.
- May be the primary point of contact on site for contractors and vendors.
- As directed, may supervise appropriate subordinates in order to accomplish required tasks and duties.
- When applicable, the individual will assist with maintenance requirements for the Nonmilitary Use Program.
- Demonstrate reliability and trustworthiness.
- 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 facility and building codes, health and safety standards and other applicable rules and regulations.
- Ability to use tools, machines, equipment and materials in a safe, effective and efficient manner.
- Ability to read and interpret facility and grounds plans, specifications, manuals and blueprints.
- 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.
- Incumbents of this position are considered essential personnel.
- Ability to follow written and verbal directions, ensure follow through on assignments and seek assistance or report concerns when needed.
- Ability to communicate effectively verbally and in writing.
- Ability to analyze project needs and communicate same to supervisor and crew as applicable.
- Ability to operate a motor vehicle, other motorized equipment and a variety of light mechanized construction equipment.

	• 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 perform routine repairs and maintenance on equipment and facility structures. • Ability to supervise others. • Familiarity with use of Microsoft Office software. • Ability to read and write in English. • Demonstrate reliability and trustworthiness. • Good verbal and written communication skills.
Minimum Qualifications:	Two years of full-time experience in maintenance or mechanical work under the supervision of a skilled trades worker or other appropriate supervisor and demonstrated ability to perform the requirements of the position. **OR** Completion of an appropriate two-year technical school. * **AND** 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. Must be familiar with and be able to independently use commonly utilized software programs such as Microsoft Word and Excel. 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). May also 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. 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. * Other combinations of education and work experience, including military, may be considered, however, candidate must demonstrate direct relevance to the job duties noted above. **PREFERRED QUALIFICATIONS:** • High School Graduate or GED equivalent and college level credits. • Supervisory experience. • Expertise or certification in a trade and/or a proven record of working on complex construction or maintenance assignments. 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 27, 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 12, 2026

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