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

VACANCY ANNOUNCEMENT #26-102A

PREVIOUS APPLICANTS TO VACANCY #26-102 DO NOT NEED TO REAPPLY FOR CONSIDERATION

CLOSING DATE: DECEMBER 1, 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 Supervisor 2
Location:	New York State Division of Military and Naval Affairs (DMNA): New York State Armory: • Queensbury
Salary Grade:	SG-18
Salary Range:	Current Start Rate: $73,717* Job Rate: $88,970 (*All hires begin at “Start Rate” unless prior state experience affords eligibility for hiring step increase as determined by OSC.)
Duties and Responsibilities:	The Maintenance Supervisor 2 is responsible for the supervision, coordination and technical support of new construction, maintenance, repair, renovation, and alteration required for the facilities to which they are assigned; to include utility and mechanical systems as well as buildings and grounds. The Maintenance Supervisor 2 will also be required to perform skilled and semi-skilled duties within the maintenance series. 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 collective bargaining agreement (CBA) and requirements of the National Guard Bureau (NGB), specifically the Master Cooperative Agreement (MCA) and supporting regulations. The Maintenance Supervisor 2 may report to state and/or federal supervisory personnel, and in some cases may be responsible for multiple facilities. Specifically, duties may include, but are not limited to the following: • Work comfortably in a team-oriented atmosphere with civilian and military personnel, as well as demonstrate independence and self-motivation.

- Communicate with staff and supervisors in a clear and concise manner.
- Responsible for overseeing work performed by contractors to include monitoring and inspecting their work activities in order to ensure compliance with contract specifications and plans.
- Plan, supervise and provide technical direction, hands on assistance and instruction to subordinate staff.
- Provide assistance in the development of Standard Operating Procedures (SOPs) for specific locations and/or facilities.
- Provide input for the annual budget projections and project completions; manage assigned maintenance funding.
- Administer purchasing requirements for assigned facilities in coordination with DMNA Budget and Finance Purchasing Unit (MNBF).
- Reconcile all purchasing and travel records through the Statewide Financial System (SFS).
- Utilize all computer software required for agency operations.
- Coordinate with State Human Resources (MNHS) regarding hiring, counseling, discipline and other personnel related matters.
- Where applicable, coordinate non-military use contracts and activities with DMNA Facilities and Engineering Directorate (MNFE) to ensure the proper utilization of space and timely processing of agreements.
- Maintain a work order program in accordance with established policies.
- Review energy consumption at each facility and provide recommendations for conservation upgrades or procedural changes.
- Perform general grounds maintenance tasks.
- Regularly attend meetings at various locations.
- Attend and complete additional training as required.
- Will be required to supervise staff.
- Periodic overtime may be required.
- Regular travel will be required using various modes of transportation to include driving, trains, and air travel.
- Perform other duties as assigned.

JOB REQUIREMENTS:

- Working knowledge of computer software utilized in support of facility operations -- specifically Microsoft Office Word and Excel; experience using databases.
- Working knowledge of applicable Federal, State and local facility and building codes, health and safety standards and other applicable rules and regulations.
- Working knowledge of safety standards and procedures.
- Working knowledge of skilled and semi-skilled trades.
- Ability to read and interpret facility and grounds plans, specifications, manuals and blueprints.
- Ability to perform standard arithmetic computations in order to address the size and scale of various project details and calculate quantity of materials and labor required for completion.

	• 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 work comfortably at heights in accordance with requirements. • 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 operate a motor vehicle, other motorized equipment and a variety of construction equipment. • Ability to train and supervise subordinates. • Demonstrate reliability and trustworthiness. • Ability to read and write in English • Must have good verbal and written communication skills; be able to prepare documents in a clear and concise manner. • Other duties as assigned. **<u>Additional Preferred Skills:</u>** • Working knowledge of agency policies, standards, responsibilities and procedures for the operations, administration and maintenance of DMNA facilities. • Working knowledge of New York State personnel policies and procedures. • Working knowledge of New York State labor agreements and employee and labor relation's policies and procedures. • Familiarity with the Federal/State MCA. • Experience working with SFS and other applicable databases.
Minimum Qualifications:	Two (2) years of permanent experience as a Maintenance Supervisor 1 (or similar title), SG-14 or higher salary grade in operations and maintenance to include full-time direct supervision of two (2) or more employees. **OR** Four (4) years of permanent experience in a maintenance title series as an SG-12 or higher salary grade to include experience supervising two (2) or more employees, on at least three (3) large scale projects (such as office construction, HVAC installation, space renovations, etc.). **OR** Three (3) years of full-time experience supervising workers in the maintenance and operation of a physical plant; or in building renovation or construction. * **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 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. Must be able to work outside in various temperatures and inclement weather for extended periods of time. 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. Must have working knowledge of Microsoft Office Suite – MSWord 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. 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 or other clearance may be required. * Other combinations of education and work experience, including military, may be considered with a minimum combined total of six (6) years of experience where at least three (3) included full-time supervision supervising workers in the maintenance and operation of a physical plant; or in building renovation or construction. Candidate must demonstrate direct relevance to the job duty requirements noted above. At all times, employees MUST maintain minimum standards in accordance with current agency requirements and directives noted above; 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 Directorate 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 1, 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 16, 2026

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