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

# VACANCY ANNOUNCEMENT #26-149

**CLOSING DATE: DECEMBER 4, 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.**

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| Title: | General Mechanic |
| Location: | New York State Division of Military and Naval Affairs (DMNA):<br><br>New York State Armory:<br><br>• Ogdensburg |
| Salary Grade: | SG-12 |
| Salary Range: | Current Start Rate: $52,694*<br>Job Rate: $64,321<br><br>(*All hires begin at “Start Rate” unless prior state experience affords eligibility for hiring step increase as determined by OSC.) |
| Duties and Responsibilities: | Under general supervision, a General Mechanic performs journey-level work at a skilled and semiskilled level in a combination of trades in the repair and maintenance of facilities and equipment. A General Mechanic may also perform journey-level work in a specific trade with additional qualifications and certification requirements as noted in a job announcement. Incumbents frequently supervise others in maintenance, repair, installation and construction activities. Incumbents of this position are considered essential personnel.<br><br>The General Mechanic is expected to have knowledge and skills in a wide array of facilities operations and motor equipment, electrical, building and mechanical trades. Building trades include such specialties as carpentry, roofing, and locksmith skills; while the mechanical trades include such specialties as the maintenance and repair of plumbing, heating, ventilation, air-conditioning and refrigeration systems.<br><br>The position performs responsibilities in accordance with all statutory, agency and labor contract requirements and where applicable, in accordance with National Guard Bureau (NGB) standards, specifically those requirements of the Master Cooperative Agreement between NGB and DMNA – current and as amended for all. The position may report to state and/or federal supervisory personnel. |

The services performed by General Mechanics vary from position to position so that the listing of specific activities and tasks is impracticable. However, General Mechanics have one responsibility in common, that of performing a variety of skilled and semiskilled maintenance, repair, installation and construction tasks in the mechanical, building, motor equipment and electrical trades.

**Duties and responsibilities may include, but are not limited to, the following:**

- Work from verbal or written descriptions or from drawings or sketches to design, plan, layout and complete a variety of general trades projects.
- Monitors and inspects work in progress and upon completion to ensure compliance with relevant guidelines, codes and regulations, proper use of materials and equipment; and adherence to schedules are met.
- Knowledge of general shop and trades equipment and machinery.
- Assist with determining facility and grounds maintenance needs and make recommendations for repair/correction/resolution.
- May draw rough sketches or prepare plans to scale from verbal or written instructions to accomplish a project.
- Review in-house work requests and visit jobsite to determine materials needed to complete projects.
- May conduct inspections of the facility to determine maintenance needs and recommend priorities for repair based on the nature of the maintenance problem.
- Provides supervisor with recommendations for the type, quantity and quality of materials needed to accomplish a project.
- Provides verbal instruction and/or demonstrates proper trade techniques and the proper use of tools and equipment.
- May be required to complete Purchase Order (PO) and Purchase
- Requisition documentation.
- As required, assembles materials, tools and equipment needed.
- May track inventory and control of the distribution of tools and equipment and maintain such equipment.
- May perform supervisory duties at assigned facility/s and may fill-in for supervisor during absences.
- Assists in the preparation and provides input for the written performance evaluations of subordinate employees.
- May perform routine semiskilled maintenance and repair in other trades as trained and required such as plumbing, electrical, carpentry, and masonry.
- Works independently with minimal supervision or with other individuals in a project/team setting in accordance with supervisory guidance and direction.
- Will assist with repairs and upkeep of facility structures and building systems from foundation to roof; interior and exterior.
- Perform general grounds maintenance tasks such as clearing sites, mowing lawns, maintaining roads and sidewalks, snow and ice removal, collection/pick-up of trash and other obstructions from in and around the building and surrounding areas.
- When applicable, will assist with Non-military Use Program (NMU) requirements.

- Periodic overtime will be required – especially during winter months.
- May provide assistance and perform duties at other DMNA facilities to meet operational needs.
- Performs other job duties as assigned.

**JOB REQUIREMENTS:**

- Working knowledge of applicable Federal, State and local codes, standards, rules and regulations for the trade or trades to which assigned.
- Working knowledge of the methods, materials, tools and equipment used in the trade or trades to which assigned.
- Ability to operate and maintain assigned tools, machinery and equipment in a safe and effective manner.
- Working knowledge of skilled and semi-skilled trades.
- Working knowledge of safety standards and procedures.
- Ability to train others in trade skills and tasks to complete assigned projects.
- Ability to plan and schedule work, including determining staff, equipment, and supplies needed.
- Ability to read and interpret plans, diagrams, architectural blueprints and specifications.
- Ability to supervise effectively and fill in for Supervisor when necessary to meet operational needs.
- 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 analyze project needs and communicate same to supervisor.
- Ability to operate a motor vehicle, other motorized equipment and a variety of construction equipment.
- Ability to perform routine repairs and maintenance on equipment and facility structures.
- 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 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 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 read and write in English.
- Demonstrate reliability and trustworthiness.
- Good verbal and written communication skills.
- Will be required to utilize computer software and databases to maintain facility operations information – minimally Microsoft Office, the Statewide Financial System (SFS) and the Statewide Learning Management Systems (SLMS). Complete and attend training as required.

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| | •Periodic travel will be required to other facilities; to attend training; or other requirements related to duties as needed. Travel may occur using different modes of transportation.<br>•Must successfully complete training for any required state and federal specific software and data systems such as SFS and SLMS.<br>•Ability to prepare written material in a clear and concise manner. |
| Minimum Qualifications: | Four years of full-time experience in a trade under a skilled journey-level position which would provide training equivalent to that given in an apprenticeship program. *<br><br>**OR**<br><br>Apprentice training in a trade or training gained by the completion of technical courses in a trade at a school or institute may be substituted for the above experience on a year-for-year basis. **<br><br>**AND**<br><br>Must be at least 18 years of age and have a high school diploma or GED. Must be able to read and write in English.<br><br>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).<br><br>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.<br><br>Must be able to work comfortably at heights such as climbing ladders, working on scaffolds, platforms and lifts.<br><br>Must be able to push, pull, lift and carry heavy objects and equipment (50+ lbs.).<br><br>Must be able to work in confined spaces in accordance with requirements and training.<br><br>Must be able to work outside in various temperatures and inclement weather for extended periods of time.<br><br>Must be able to operate and maintain tools, machinery and equipment required for craft to which assigned.<br><br>Must be familiar with and be able to independently use commonly utilized software programs such as Microsoft Word and Excel.<br><br>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 |

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| | training as related to duty assignments. Should related regulations, procedures and requirements change, additional training and/or certifications may be required.<br><br>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.<br><br>* Apprenticeships or similar training programs vary dependent on trade. Generally, an apprenticeship should include successful completion of trade-specific classroom instruction, including technical math, technical communications and blueprint/schematic reading course work. Additionally, successful completion of the traineeship includes a set number of hours of on-the-job training. Applicants should detail the requirements of specific apprenticeship program completed.<br><br>** Other combinations of education and work experience, including military, may be considered, however, candidate must demonstrate direct relevance to and ability to perform the job duties noted above as well as meet or exceed four (4) years in total experience.<br><br>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.<br><br>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.<br><br>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:<br><br>**BY E-MAIL (PREFERRED METHOD):**<br>Send to: ng.ny.nyarng.mbx.mnhs-job-posting@army.mil<br>**Subject line to say: Job Title and Location**<br><br>**BY MAIL:**<br>New York State Division of Military and Naval Affairs<br>State Human Resources Management<br>330 Old Niskayuna Road<br>Latham, New York 12110-3514 |

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| | **Attn: Classifications**<br><br>**BY FAX:**<br>(518) 786-6085<br>**Fax Cover sheet to say: Job Title and Location**<br><br>In your submission, please be sure to indicate **what position and location you are applying to**.<br><br>Ensure to **CLEARLY note how you meet the minimum qualifications** for the position.<br><br>Be sure to include any specific licenses and/or certification in a skilled trade.<br><br>**ALL DOCUMENTS MUST BE RECEIVED IN STATE HUMAN RESOURCES MANAGEMENT (MNHS) BY DECEMBER 4, 2026.**<br><br>**Vagueness and omissions will not be resolved in your favor.**<br><br>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.<br><br>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.<br><br>*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.*<br><br>*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 19, 2026

STATE VACANCY ANNOUNCEMENT #26-149
New York State is an Equal Opportunity/Affirmative Action Employer.