

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

**VACANCY ANNOUNCEMENT #24-14**

**REPOST – PREVIOUS APPLICANTS TO VACANCY #23-38 DO NOT NEED TO REAPPLY FOR CONSIDERATION**

**CLOSING DATE: CONTINUAL UNTIL FILLED  
 (RESUME REVIEW TO BEGIN 15 DAYS AFTER ORIGINAL LOCATION POSTING)**

**(UPDATED VACANCY MARCH 27, 2024)**

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:	General Mechanic (Plumber/Steamfitter)
Locations:	New York State Division of Military and Naval Affairs (DMNA):  Air National Guard Base: <ul style="list-style-type: none"> <li>• Francis S. Gabreski – 106<sup>th</sup> – Westhampton, NY – (1 vacancy)</li> <li>• Stratton – 109<sup>th</sup> – Scotia, NY – (1 vacancy)</li> <li>• Stewart – 105<sup>th</sup> – Newburgh, NY – (1 vacancy)</li> </ul>
Salary Grade:	SG-12
Salary Range:	Current Start Rate: \$48,956* Job Rate: \$59,757  (*All hires begin at “Start Rate” unless prior state experience affords eligibility for hiring step increase as determined by OSC.)  In addition: Francis S. Gabreski ANGB receives a Downstate Adjustment of \$3,400 annually and Stewart ANGB receives an annual Mid-Hudson Adjustment of \$1,650.
Duties and Responsibilities:	General Mechanics are assigned to various programs and geographic areas, some of which require specialized knowledge in a field as evidenced by a parenthetic. General Mechanics with a parenthetic perform the same activities as the positions in the general title but will also have duties with a concentration in a specialized subject matter, requiring substantial and specific knowledge and experience in that field. Incumbents of this position are considered essential personnel.  Under general supervision, the General Mechanic (Plumber/Steamfitter) performs journeyman work in the plumbing/steamfitting trade. Incumbent will also be

required to perform skilled and semiskilled duties within the maintenance series. The GM Plumber/Steamfitter is responsible for all plumbing/steamfitting work to include the planning and layout of work and determining the cause of trouble in plumbing and heating systems and equipment in an assigned area, on an assigned project, or for an entire facility, training site or base.

The GM Plumber/Steamfitter frequently supervises others in this work including other plumber/steamfitters, as well as semiskilled and relatively unskilled workers. GM Plumber/Steamfitters may work with, lead, and provide practical trade's instruction to co-workers with the responsibility for the tasks performed and for the security of the tools and materials used by the workers along with their whereabouts.

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.

Depending on assignment location, repairs, maintains and installs plumbing fixtures and appliances such as but not limited to sinks, shower baths, commodes, drinking fountains, dishwashers, valves including pneumatic controls, gas and water meters, gas hot water heaters and other gas appliances, heating systems and controls, and various steam equipment used in laundries, kitchens and cafeterias, water pumps and hydrotherapy equipment.

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

- Performs journeyman plumbing/steamfitting work in accordance with applicable codes and regulations; ensuring health and safety and all established trade and agency procedures are followed.
- As directed, responsible for ordering necessary replacement parts and equipment in accordance with all purchasing and buying procedures and regulations.
- As assigned, may supervise other maintenance titles, including hourly personnel, on a daily basis as appropriate or in the repair, maintenance and installation of plumbing systems and equipment projects.
- In cases of malfunction or breakdown, discusses problem with user, visually inspects the fixtures or equipment and uses appropriate test equipment such as pressure and vacuum gauges to determine cause and location of trouble.
- Following technical manuals, codes, diagrams and previous experience, plans work procedures to make repairs and orders replacement parts indicating quality and type and any other materials required.
- Makes necessary repairs or adjustments or directs others in performing such activities.
- Installs or directs the installation of plumbing fixtures and appliances following diagrams, codes and previous experience.
- Plans and lays out the installation, alteration and repair of high and low pressure pipe systems that carry water, steam, air or other liquids or gases.

- Plans new installations, alterations to existing installations and major repairs consistent with specifications, plans and plumbing codes.
- Reviews building plans and working drawings to determine work aids required and sequence of installation.
- Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors and cuts openings required to accommodate pipe and fittings.
- According to plan measures, cuts, threads and bends pipe to required angle.
- Assembles and installs a variety of metal and nonmetal pipe and pipe fittings.
- Joins piping by means of threaded, caulked, wiped, soldered, brazed, fused or cemented joints.
- Tests pipe system for leaks by filling with liquid or air and reading pressure gauges.
- Working knowledge of all applicable plumbing standards, building codes and safety regulations.
- Ability to weld, braze and solder using both gas and arc welding equipment.
- Using blueprints or project specifications, may estimate labor, materials, tools and equipment necessary for the project.
- As required, gives verbal instructions and/or demonstrates proper plumbing techniques and the use of plumbing/steamfitting tools and equipment.
- Observe and inspect work in progress and when completed, to insure that the work is done properly.

### **DUTIES AND RESPONSIBILITIES (GM)**

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.

- Assembles materials, tools and equipment required to complete the work according to plans.
- 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.
- May assist in the preparation of and provide 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 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.
- Performs other job duties as assigned.
- May provide assistance and perform duties at other DMNA facilities to meet operational needs.

### **JOB REQUIREMENTS:**

- Working knowledge of applicable Federal, State and local codes, standards, rules and regulations for position to which assigned.
- Working knowledge of the methods, materials, tools and equipment used in the trade 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.
- 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.
- 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).
- Must successfully complete training for any required state and federal specific software and data systems such as SFS and SLMS.
- Ability to prepare written material in a clear and concise manner.

**Minimum Qualifications:**

Successful completion of a New York State (NYS) two-year Plumber & Steamfitter Traineeship or NYS two-year plumbing training program; \*

**OR**

Successful completion of any equivalent plumbing two-year training or apprenticeship program; \*

**OR**

Four (4) years of full-time experience in plumbing under a skilled journey-level plumber which would provide training equivalent to that given in an apprenticeship program. Apprenticeship training in plumbing or training gained by completion of technical courses in plumbing at a school, institute, or branch of the Armed Services may be substituted on a year-for-year basis.\*\*

\* Successful completion of the traineeship and the training program includes a total of 288 hours of trade-specific class room instruction, 45 hours of technical math course work, 45 hours of technical communications course work, and 15 hours of blueprint/schematic reading course work. Course work must be completed with an average of "C" or better. Additionally, successful completion of the traineeship also includes 4,000 hours of on-the-job training.

\*\* 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, specifically meet plumbing/steamfitter requirements, as well as meet or exceed four (4) years in total experience.

**AND**

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.

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.

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 interview, submit a cover letter and resume. **In e-mail subject line and cover letter indicate the title, location, vacancy announcement number of the position for which you are applying.** Ensure to clearly note how you meet the minimum qualifications for the position. Please be certain to note any specific licenses or certifications in a skilled trade.

If you are a former public employee retired within New York State currently receiving benefits, indicate this and the name of the retirement system in your cover letter.

**Cover letter and resume may be submitted via E-mail (preferred method), FAX, or Mail. ENSURE TO COPY E-MAIL ADDRESS EXACTLY.**

E-mail to: [ng.ny.nyarnng.mbx.mnhs-job-posting@army.mil](mailto:ng.ny.nyarnng.mbx.mnhs-job-posting@army.mil)

FAX to: (518) 786-6085

For Questions: (518) 786-4830

Mail to:

New York State Division of Military and Naval Affairs

State Human Resources Management

330 Old Niskayuna Road

Latham, New York 12110-3514

Attn: Classifications

**POSITION WILL BE POSTED UNTIL FILLED.  
(RESUME REVIEW TO BEGIN 15 DAYS AFTER ORIGINAL LOCATION POSTING)**

**VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.**

Subject of Interview:

ALL CURRENT PERMANENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE INTERVIEWED TO EVALUATE THEIR QUALIFICATIONS, TRAINING, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION. THE REQUIREMENT TO PROVE QUALIFICATION SHALL REST WITH THE EMPLOYEE.

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.
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POSTED: JANUARY 11, 2024 UPDATED: MARCH 27, 2024
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STATE VACANCY ANNOUNCEMENT #24-14

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