



POSTING DATE: 03/20/2025

APPLICATION DUE BY: 04/18/2025

Title: Facility Operations Assistant 1
Starting Salary: \$17.35/hour

Locations: Aviation Unit – Albany
739 Albany Shaker Road
Latham, New York 12110
Albany County

Employment Type: Full-Time

Work Days: Monday-Friday
We are hiring for the following shifts:
7:00 am-3:00 pm
2:00 pm-10:00 pm
Employees may have to report during emergencies

Union Representation: CSEA Operational

DUTIES

- May assist in maintaining, constructing and repairing buildings, offices, facilities and grounds.
 - Prepares and clear sites for planting seeds, trees shrubbery and flowers.
 - Cleans structures, grounds and walkways by sweeping, raking, shoveling, mowing and removing by hand debris, leaves, branches, snow, ice, trash, etc.

- May assist skilled and semiskilled trades workers by performing the more routine manual tasks of a trade.
 - Clean, lubricate and maintain machinery, equipment, gears, cables and tools.
 - Lifts and places equipment and ladders.
 - Removes materials preparatory to repair and construction.
 - Replaces fuses, light bulbs, washers, faucets and shelves.
 - Cleans work areas, cleans and lubricates mechanical, electrical, and powerplant equipment, and assist in operating heating, ventilating and air-conditioning equipment.

 - Light automotive maintenance.

 - Maintain the exterior and interior appearance of aircraft.

- May operate and maintain motorized equipment and machinery.
 - Operate lawn mower and plows to maintain grounds, parking lots and walkways.
 - Assist higher-level staff in operating and maintaining structures and equipment.
 - Utilizing a tug to move aircraft within and around the hangar and tarmac.
 - Forklift operations.

MINIMUM QUALIFICATIONS

- Ability to perform the tasks of the position and be able to understand and carry out written or oral instructions.

HOW TO APPLY

Kindly send a letter of intent and complete resume to:

Email: personnelresumes@troopers.ny.gov

Place in the Subject line: *Facility Operations Assistant 1*

The New York State Police values a diverse and inclusive workforce where the unique skills of all employees are valued in support of the mission of the Division. Qualified candidates are considered for employment without the regard to age, race, color, religion, gender identity and expression, disability, national origin, gender, sexual orientation, military or veteran status or any other characteristic protected by law. The New York State Police is an equal opportunity/affirmative action employer that accept all applications from a wide range of candidates.

The New York State Police complies with federal and state laws and makes reasonable accommodations for qualified individuals with the disabilities and/or sincerely held religious belief. If a reasonable accommodation is needed to participate in the job application or interview process, please contact the Division Personnel Office at (518) 457-3840 or personnel@troopers.ny.gov.