



POSTING DATE: 05/28/2026

APPLICATION DUE BY: 06/12/2026

Title: Maintenance Assistant, SG-9
Starting Salary: \$42,641.00

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

- Two years of full-time experience in maintenance or mechanical work under the supervision of a skilled tradesperson; OR completion of an appropriate two year technical school course at a school, institute, or branch of the Armed Services, such as the New York State Civil Service Employees Association-Partnership (NYS CSEA-P) Applied Skilled Trades Certificate Program*; or an equivalent combination of experience and training gained by completion of appropriate technical courses at a school, institute, or branch of the Armed Services.
- When required to operate motor vehicles, candidates must possess a valid New York State driver's license appropriate for the type of vehicle to be operated.

*Successful completion of the NYS CSEA-P Applied Skilled Trades Certificate Program includes a total of 288 hours of trade-specific classroom instruction, 45 hours of technical math course work, 45 hours of technical communications course work, and 15 hours of blueprint/schematic reading course work. It does not include 4,000 hours of on-the-job training, as required for the NYS CSEA-P Applied Skilled Trades Traineeship.

Minimum qualifications must be met by the time of appointment.

HOW TO APPLY

Kindly send a cover letter, complete resume and transcripts to:

Email: personnelresumes@troopers.ny.gov

Place in the Subject line: *Maintenance Assistant*

Applicants must clearly demonstrate satisfaction of the minimum qualifications as described in the job posting by including this information in their resume; credit will not be given for experience or education that is not listed directly on the resume (e.g. in a cover letter or other supporting application materials). All statements are subject to verification, including transcript review.

The New York State Police will not offer permanent employment to any candidate unless the candidate provides documentation that they are authorized to accept work in the United States on a permanent basis. It is the policy of the New York State Police not to hire F1 or H1 visa holders for permanent employment or to sponsor non-immigrant aliens for temporary work authorization visas or for permanent residence.

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.