Anticipated Vacancy Posting 20-128-HM

NYS Office of General Services
Division of Human Resources, Personnel Services Unit
31st Floor, Corning Tower, ESP, Albany, NY  12242

Posting Date:  October 22nd, 2020    Closing Date: November 5th, 2020

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| Public Buildings Manager 1| 14    | Real Estate
Real Property & Facilities Management
Empire State Plaza, Albany |

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Minimum Qualifications Required for Appointment

Current Office of General Services employee with permanent, contingent-permanent or 55b/c service as a Public Buildings Manager 1 and interested in reassignment; OR current New York State employee with one year or more of permanent, contingent-permanent or 55b/c service as a Public Buildings Manager 1 and interested in transfer; OR current New York State employees with one year or more of permanent, contingent-permanent or 55b/c service and eligible for transfer under Section 70.1 of the Civil Service Law.

Individuals with current 55b/c status who meet the following open competitive qualifications are encouraged to apply. You must supply a copy of your 55b/c eligibility letter and provide detailed information as to how you meet the minimum qualifications when responding.

NOTE: This vacancy posting is for the purposes of notifying individuals about transfer opportunities. Employees reachable on the Civil Service eligible list will be/have been canvassed and should not respond to this posting. If you are on the eligible list and not reachable, you may be eligible for transfer. You are encouraged to access GOT-IT on the Civil Service website (www.cs.ny.gov) to determine transfer eligibility or contact OGS Human Resources for your transfer options.

Provisional Pending Examination (Promotional)

One year of perm competitive, non-competitive (including 55b/c) or labor class service in a position allocated to Grade 8 or higher.

Provisional Pending Examination (Open Competitive)

Either 1: four years of experience managing an occupied building with a gross square footage of at least 100,000 or a complex of occupied buildings totaling at least 150,000 square feet that MUST include the direct responsibility for building maintenance (including HVAC), minor building rehabilitation AND one or more of the following three areas: grounds maintenance, security and access control, or cleaning oversight including sanitary requirements and inspection.

Or 2. an associate's degree in architecture, architectural technology, construction management, construction technology, engineering, engineering technology, facilities management, business, business administration, or public administration AND two years of experience managing an occupied building with a gross square footage of at least 100,000 or a complex of occupied buildings totaling at least 150,000 square feet that MUST include the direct responsibility for building maintenance (including HVAC), minor building rehabilitation AND one or more of the following three areas: grounds maintenance, security and access control, or cleaning oversight including sanitary requirements and inspection.

Or 3. A bachelor's degree in architecture, architectural technology, construction management, construction technology, engineering, engineering technology, facilities management, business, business administration, or public administration AND one year of experience managing an occupied building with a gross square footage of at least 100,000 or a complex of occupied buildings totaling at least 150,000 square feet that MUST include the direct responsibility for building maintenance (including HVAC), minor building rehabilitation AND one or more of the following three areas: grounds maintenance, security and access control, or cleaning oversight including sanitary requirements and inspection.
Duties

• Supervise daily building operations which include maintenance, custodial, preventative maintenance programs, security, and fire safety requirements.

• Supervise building staff which consists of administrative, maintenance and custodial positions.

• Provide exceptional customer service to the tenants and visitors of the building.

• Monitor the performance of multiple service contractors including but not limited to elevator, pest management and security.

• Coordinate and oversee rehabilitation projects in conjunction with OGS and tenant agencies.

• Coordinate administrative activities to include monthly reports, internal controls, budget requests, and personnel functions.

• Work within AiM (computerized maintenance management system) processing customer requests, work orders, training time entries, project updates and time card entries.

To apply for this vacancy, candidates should submit an Application for Posted Position (ADM 227) to HRresumes@ogs.ny.gov referencing the above posting number and Reference #11457. Please include a clear, concise resume providing specific, verifiable information about their qualifying experience. This must be received in the OGS Division of Human Resources Management by the closing date or the response will not be considered.

Your application must be received in the Division of Human Resources Mgmt. by the closing date.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor’s Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov

New York State is an Equal Opportunity/Affirmative Action Employer