Position Title: Senior Building Services Assistant
Department: Building Services
Location: Albany, NY
Hiring Rate: $53,764
Bargaining Unit: CSEA
Posting Date: May 20, 2021

Our Mission
We commit to deliver exceptional service and professional expertise on every financing and construction project for our clients and the public, in a cost-effective manner, while advancing the policy goals of New York State.

Applicant Instructions
To apply to this job opportunity:

Please click here

For further questions please contact:
Human Resources
515 Broadway, Albany, NY 12207
518.257.3550 (fax)
Recruiting@DASNY.org (e-mail)

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.
Position Title: Senior Building Services Assistant  
Grade/Classification: 3 (D1) – Para & Entry Level Professional II  
Bargaining Unit: CSEA  
FLSA Status: Non-Exempt  

Last Revised: May 4, 2021

Primary Purpose
The Senior Building Services Assistant supervises and performs a variety of tasks related to DASNY’s building services operations with an emphasis on managing DASNY’s central files operations. The Senior Building Services Assistant position is characterized by significantly increased knowledge and independent initiative.

Essential Functions
• Supervise, train and oversee records management systems and staff.  
• Oversee the storage and retrieval of centrally stored DASNY records at internal and external locations.  
• Oversee the implementation of DASNY records management policy and procedure.  
• Coordinate on the disposition of records with DASNY’s Records Management Officer.  
• Act as a liaison, with other DASNY units and outside organizations in the development, modification and/or implementation of records management procedures.  
• Assist in processing Freedom of Information requests and complying with FOIL.  
• Oversee the maintenance of large commercial printers, while handling all in-house printing and binding.  
• Serve as template and Building Services signage liaison.  
• Oversee the UPS Campus ship system.  
• May supervise and oversee the mailroom and supply duties; develop processes and procedures and ensure the efficient and effective operation of the mailroom and procurement, maintaining and distribution of supplies.  
• May supervise Security staff and/or Janitorial staff; ensure Security Guards and Janitorial Services staff maintain current and appropriate training.  
• May supervise, and assist with building maintenance, renovations, repairs, painting, and cleaning of offices, kitchens, restrooms and other interior spaces.  
• May supervise and oversee travel administration, including the processing of travel requests and the coordination of hotel reservations.  
• May assist with the management and maintenance of DASNY’s fleet vehicles, including the planning, organization and implementation of vehicle usage, inspection of vehicles, road testing and consultation/negotiation with automotive repair service providers.  
• May be responsible for the oversight and supervision of DASNY owned property, including but not limited to building operations and management, staffing and supervision.  
• Manage and prioritize workload, assign and monitor the completion of work.  
• Interact and/or correspond directly with DASNY staff, contractors, and other external entities.  
• Respond to adverse weather conditions including snow removal.  
• May Assist with moving and assembling furniture, moving equipment, file cabinets, boxes, etc. within the office, from the parking lot or loading dock, or to and from field sites as necessary.  
• Respond to emergency situations or provide support to other areas such as security.

Other Duties and Responsibilities
• Train and evaluate employees.
Position Description

- Serve as back up to the Assistant Building Manager in his/her absence to provide supervision to building services staff.
- Develop, prepare, and maintain reports, spreadsheets, databases, charts, and logs of moderate complexity requiring the use of intermediate and advanced computer application skills.
- Maintain working knowledge of federal and NYS laws, codes, rules, or regulations pertaining to records retention.
- Process files in central files, as needed.
- Assist with day-to-day building maintenance activities and provide backup for others as needed.
- Provide administrative support to other staff as needed.
- Assist with the documentation and implementation of procedures.
- Assist with internal controls implementation, review and testing.
- Undertake special assignments as directed.
- Maintain regular, consistent attendance and punctuality in accordance with DASNY policy.
- Must adhere to the NYS Information Security Policy Standards established and issued by the Office of Information Technology Services. (Standards can be found on the Intranet).

Supervision
Supervision of employees is required.

Physical/Mental/Visual Demands
Travel is required using public transportation, DASNY vehicle, rental vehicle or personal vehicle. This travel may include overnight stays at public accommodations and related establishments. Requires exposure to weather and temperature extremes and loud noises. Requires physical mobility (movement from place to place), the ability to lift at least 50 pounds, and the ability to see. Must be available to occasionally work a modified work schedule or extended workday hours.

Work Environment
Standard office environment including the use of one or more of the following: PC, telephone, fax machine, printer, copier, scanner, electronic stapler, three-hole punch, date stamp, shredder, mail machine.

Minimum Qualifications
High school diploma or equivalent plus seven years’ relevant experience, or an Associate’s degree plus four years relevant experience or Bachelors plus two years relevant experience. Must possess a valid driver’s license.

Preferred Qualifications
Bachelors plus two years of relevant experience and one year of supervisory experience. Must possess a valid driver’s license.

Essential Skills
- Strong interpersonal skills.
- Good oral and written communication skills.
- Demonstrated organizational skills and ability to prioritize.
- Demonstrated ability to work independently.
- Knowledge and application of basic maintenance and painting techniques, practices, materials, and equipment.
Position Description

- Knowledge of PC applications such as Outlook, Excel, Access, Word and PowerPoint.