

**STATE UNIVERSITY OF NEW YORK AT BINGHAMTON
ANNOUNCEMENT OF VACANCY**

DATE: November 7, 2024

Title: Facilities Operations Assistant 1

Department: Facilities Management

Grade/Salary Range: SG-6 \$35,177

Number Of Positions: Two (2)

BRIEF JOB DESCRIPTION: Facility Operations Assistants may be as a member of a crew or work independently performing routine manual laboring duties supporting common maintenance service-type activities i.e., cleaning grounds, roadways and structures by sweeping, raking, shoveling, mowing grass, and removing by hand debris, leaves, branches, snow, ice, trash, etc. In addition, they may be assigned to a wide variety of tasks, such as removing trash, recyclable materials, cleaning drainage ditches, weeding, snow removal, pouring concrete, digging trenches, resurfacing roadways and spreading a variety of paving materials. Typical assignments include, but are not limited to: assisting skilled and semiskilled trades positions in carpentry, plumbing, painting and/or electrical duties such as but not limited to: general building maintenance repair/replacement/modification of facilities typically associated with building maintenance like snow removal, unplugging clogged drains, change light bulbs, window washing, other cleaning activities as assigned. Facility Operations Assistants may be asked to use hand and portable power tools, shop equipment and measuring and testing instruments appropriate to the trade area to which they are assigned. They may occasionally operate trucks and light construction equipment and may become involved in snow removal. The selected candidate may load and unload trucks of such items as crates, machinery, furniture, equipment, heavy stores, etc. by physically lifting the items or by operating a hand truck, forklift or similar equipment. This individual may need to develop computer skills to operate the Departments facilities management system (MAXIMO), and time management system (KRONOS) as implemented in their area and on their level.

MINIMUM QUALIFICATIONS: There are no education or experience requirements for this class. Applicants must be physically able to perform moderate to heavy labor. When required to operate motor vehicles, candidates must be licensed to operate a motor vehicle in New York State and possess the license classification appropriate for the type of vehicle operated. Applicant must meet the following job requirements:

- * Ability to understand and carry out written and oral instructions.
- * Ability to use a variety of hand and power tools and motorized equipment.
- * Ability to perform moderate to heavy manual labor.
- * Ability to lift, stoop, and bend for long periods of time.

SPECIAL INFORMATION: The initial assignment for this position is in the Paint Shop from Monday - Friday 7:00 a.m. to 3:30 p.m. with Saturday and Sunday as pass days. Previous relevant experience will be helpful. Prior working knowledge in the paint or mason trade is preferred. Due to the nature of this title, individuals who shift pick or are reassigned into other operational areas, may be asked to acquire CDL B license and be subject to random drug screen program as well as obtain 3A Pesticide license if offered depending on the location and nature of assignment. The candidate for this position will be deemed a university essential employee.

ADDITIONAL INFORMATION: The successful candidate for this position must be able to perform the duties and responsibilities of the position satisfactorily. Since the activities of other employees depend upon the performance of the employee in this position, reliable attendance is a factor that the employer will consider when filling this vacancy.

Internal candidates interested in the above position should indicate their interest by completing a PA-81 form; obtainable in the Office of Human Resources. All other applicants should complete the HR-001 Binghamton University Employment Application; obtainable at www2.binghamton.edu/human-resources/forms. Completed forms are to be returned to the Office of Human Resources, Binghamton University, P.O. Box 6000, Binghamton, NY, 13902. Applications will not be accepted in Facilities and must be returned to Human Resources no later than **November 18, 2024**.