

Facility Operations Assistant 2
University at Buffalo, The State University of New York

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Posted May 29, 2024, set to expire Sep. 28, 2024

Job Title	Facility Operations Assistant 2
Department	Campus Operations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	May 29, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Job Website	https://www.ubjobs.buffalo.edu/postings/50381
Apply By Email	
Job Description	

Campus Operations at the University at Buffalo is hiring a **Facility Operations Assistant 2** for the Moving Services Division of the Grounds Department. You will be responsible for completing the tasks listed below:

- Supervise and assist as needed employees in various labor classes to perform work within the Moving & Trucking Department, a subset of Grounds.
- In this position the individual may oversee a crew consisting of Motor Vehicle Operators (SG-7), Facility Operations Assistants 1 (SG-6), student employees, part-time staff, and other staff as required.

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Tasks within Moving Services are consistent with, but not limited to:

- Loads and unloads heavy equipment, supplies, and furniture by physically lifting items or operating a hand truck, forklift or pallet jack.
- Moves items to and from storerooms and/or warehouses; maintains storage areas.
- Assists truck drivers and motor vehicle operators in picking up and delivering items. May drive delivery vehicles.
- Moves heavy furniture, office equipment, and records.
- Sets up and removes furniture, partitions, and equipment for office moves, conferences, meetings, and special events.
- Sets up chairs, podiums and related equipment for conferences, seminars and special events.
- Loads, unloads and assembles furniture and equipment as assigned.

You may also be asked to complete tasks within the larger Grounds Department as needed, that are consist with, but are not limited to:

- Materials Recycling
- Garbage collection
- Street sweeping
- Utility parking and storage lots
- Equipment operation
- Athletic field maintenance
- Snow and ice removal

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach



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others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact