

**Facility Operations Assistant 1**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=246852>

Downloaded On: Jul. 30, 2025 10:04am

Posted Oct. 10, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Facility Operations Assistant 1
<b>Department</b>	Campus Operations
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Oct. 10, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/53390">https://www.ubjobs.buffalo.edu/postings/53390</a>

**Apply By Email**

**Job Description**

As a **Facility Operations Assistant 1** in the Mechanical Equipment Shop of UB's Facilities Operations Department, you will assist higher level team members in performing routine, unskilled and semi-skilled work.

Responsibilities for this role include:

- Assist higher-level staff in performing routine, unskilled and semi-skilled work
- Perform unskilled work such as carrying supplies and equipment, erecting ladders, cleaning/flushing, removing materials from construction sites, preparing surfaces for paints, digging ditches, loading and unloading trucks, carrying bricks, mortar, tools and equipment, performing rough carpentry, masonry work, cleaning the work site, and other duties as assigned
- Perform a variety of routine maintenance tasks such as cleaning mechanical rooms, organizing shop materials, replacing light bulbs or unclogging toilets

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- May travel between campuses to pick up equipment, supplies or persons
- Load and unload heavy equipment, supplies, and furniture by physically lifting items or operating truck, forklift or pallet jack

**Additional Information:**

1. Learn about our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
2. Learn more about what it looks like to be a part of the [University at Buffalo community](#).

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**