

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

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

Job Title	Facility Operations Assistant 1
Department	Campus Operations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 10, 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/53390

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