

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

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Posted Nov. 8, 2024, set to expire Aug. 4, 2025

Job Title	Facilities Operations Assistant 1, Campus Operations
Department	Campus Operations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 8, 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/54017

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Job Description

[University Facilities](#) is seeking a **Facilities Operations Assistant 1**, who will assist higher level staff 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 ladder, 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
- May travel between campuses to pick up equipment, supplies or persons

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- Load and unload heavy equipment, supplies, and furniture by physically lifting items or operating truck, forklift or pallet jack

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 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