

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

Direct Link: <https://www.AcademicKeys.com/r?job=250989>

Downloaded On: Jan. 6, 2025 4:50pm

Posted Dec. 31, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Facility Operations Assistant 2
<b>Department</b>	Campus Operations
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Dec. 31, 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/54958">https://www.ubjobs.buffalo.edu/postings/54958</a>

**Apply By Email**

**Job Description**

The **Facility Operations Assistant 2** will help provide support to meet the requirements of the Stores Department at The University at Buffalo. Such work may consist of, but is not limited to:

- Supervise and assist as needed employees in various labor classes to perform work within the Stores/Warehouse Department.
- In this position the individual may oversee a crew consisting of Motor Vehicle Operators (SG-7), Facility Operations Assistant 1's (SG-6), student employees, part-time staff, and other staff as required.

Tasks within the department consist of, but are not limited to:

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- Assists in inventory tracking, ordering, receiving, and shipping of various office materials
- 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; tracks and records package movement
- Assists truck drivers and motor vehicle operators in picking up and delivering items. May drive delivery vehicles.
- Moves heavy furniture, office equipment, and records
- Cleans buildings and facilities, which includes but is not limited to: vacuuming, mopping, and waxing floors; emptying trash receptacles; washing lavatories and fixtures within; dusting and polishing wood and metal fixtures
- Equipment operation
- Snow and ice removal
- Other duties as assigned

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- Being 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**