

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

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Posted Jan. 15, 2025, set to expire Aug. 4, 2025

Job Title	Facility Operations Assistant 2, Campus Operations
Department	Campus Operations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 15, 2025
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/55233

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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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- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- 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