

## Facility Operations Assistant 2, Campus Operations University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254942>

Downloaded On: Apr. 3, 2025 3:11am

Posted Mar. 27, 2025, set to expire Apr. 9, 2025

<b>Job Title</b>	Facility Operations Assistant 2, Campus Operations
<b>Department</b>	
<b>Institution</b>	University at Buffalo Buffalo, New York
<b>Date Posted</b>	Mar. 27, 2025
<b>Application Deadline</b>	04/09/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
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**Job Description**

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**Facility Operations Assistant 2, Campus Operations**

### Position Information

**Position Title:** Facility Operations Assistant 2, Campus Operations

**Department:** Campus Operations

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/56404>

**Job Type:** Full-Time

### Posting Detail Information

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### Position Summary

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 1s (SG-6), student employees, part-time staff, and other staff as required.

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

- 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](#).

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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.

### Minimum Qualifications

- Non-competitive: One year of service as a Facility Operations Assistant 1 or Motor Vehicle Operator; OR, two years of full-time, verifiable experience in custodial, grounds, or maintenance operation or assisting in a journey-level trade.
- When required to operate motor vehicles, incumbents must possess a valid New York State drivers license appropriate for the type of vehicle being operated.

### Preferred Qualifications

- Ability to learn and operate a forklift, or other motorized equipment as needed.
- Experience using e-mail and other computer programs.

### Physical Demands

Must be able to perform all the job functions listed within the position summary.

Bending, twisting, ability to carry, ascend/descend ladders, access equipment located on mezzanines, catwalks, basements and crawlspaces. Ability to work off ladders, scaffolding, in confined spaces and/or where air monitoring may be required. Work in loud/noisy dusty/dirty environments. Work with or around high-pressure steam, high-voltage electrical systems and rotating equipment.

### Salary Range

\$42,641

### Special Instructions Summary

### Is a background check required for this posting?

Yes

### Contact Information

Contact's Name:



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Mike Manfredo

**Contact's Pronouns:**

**Contact's Title:** Warehouse Operations Manager

**Contact's Email:** mmanfred@buffalo.edu

**Contact's Phone:** 716-645-2364

### Posting Dates

**Posted:** 03/26/2025

**Deadline for Applicants:** 04/09/2025

**Date to be filled:**

jeid-9662f703a9e24840b64b300f958059f4

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### Contact

N/A

University at Buffalo

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