

Facility Operations Assistant 1 (Grounds)
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=258468>

Downloaded On: Jun. 20, 2025 5:22pm

Posted Jun. 20, 2025, set to expire Aug. 4, 2025

Job Title Facility Operations Assistant 1 (Grounds)
Department
Institution University at Buffalo
Buffalo, New York

Date Posted Jun. 20, 2025

Application Deadline 06/18/2026
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Facilities/Maintenance/Transportation

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Job Description

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Facility Operations Assistant 1 (Grounds)

Position Information

Position Title: Facility Operations Assistant 1 (Grounds)

Department: Campus Operations

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57612>

Job Type: Full-Time

Posting Detail Information

Facility Operations Assistant 1 (Grounds) University at Buffalo

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Position Summary

The **Facility Operations Assistant 1 (Grounds)** is part of the Buildings and Grounds department within the Facilities Department of the University. During the non-winter months the work schedule is Monday - Friday 6:00 a.m. - 2:30 p.m. During the winter months the incumbent will be required to work 2nd and/or 3rd Shift, which may include weekends as bid on based on seniority.

This position is responsible for maintaining campus cleanliness by utilizing both mechanical and hand methods such as sweeping, shoveling, raking, etc. These responsibilities include but are not limited to the following:

- Remove refuse and debris as needed. This includes picking up litter manually or using equipment such as sweepers and litter vacuums
- Empty trash containers on campus. Assisting on garbage pickup using a garbage packer.
- Cleaning sidewalks using manual methods such as sweeping or power washing
- Work on horticultural tasks such as planting, pruning, and turf repair. This includes removing weeds from planting beds; planting trees, shrubs, and flowers; pruning trees and shrubs both from ground level and using a man-lift
- Repairing damaged turf using manual methods such as shoveling, raking and rototilling.
- Maintain proper grass height using hand mowers, self-propelled mowers and riding moving equipment.
- Removal of snow/ice from paved surfaces using hand shoveling/salting and some mechanical equipment.

In addition to the duties listed above the incumbent will contribute to a safe campus by responding to departmental seasonal needs as requested by the Supervisor.

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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.

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Minimum Qualifications

- Candidate must possess a valid Class D NY State drivers license.
- There are no education or experience qualifications for this class.
- Applicants must be physically able to perform the tasks of the position and be able to understand and carry out written or oral instructions.

Preferred Qualifications

The successful incumbent must possess the ability to properly and safely use a variety of hand and basic power tools in the performance of grounds maintenance duties that include:

- Shoveling
- Raking
- Sweeping
- Grass cutting
- Weeding
- Debris and garbage removal
- Athletic field striping

Snow and ice removal tasks include:

- Hand shoveling of walkways and stairs, bus stops, doorways and handicapped access areas.

Physical Demands

Must perform moderate to heavy physical labor in all weather conditions for sustained periods of time. Must be able to perform the physical demands of the position as outlined in the Position Summary.

Salary Range

\$36,232

Special Instructions Summary

Is a background check required for this posting?

Yes

Contact Information

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Contact's Name: Adam Ridler

Contact's Pronouns:

Contact's Title: Head Grounds Supervisor

Contact's Email: awridler@buffalo.edu

Contact's Phone: 716-645-2898

Posting Dates

Posted: 06/18/2025

Deadline for Applicants: Open Until Filled

Date to be filled: 08/07/2025

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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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