

**Facility Operations Assistant 1, Utilities
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=263051>

Downloaded On: Sep. 26, 2025 2:18pm

Posted Sep. 26, 2025, set to expire Aug. 4, 2026

Job Title Facility Operations Assistant 1, Utilities
Department Campus Operations
Institution University at Buffalo
Buffalo, New York

Date Posted Sep. 26, 2025

Application Deadline Open until filled
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, Utilities

Position Information

Position Title: Facility Operations Assistant 1, Utilities

Department: Campus Operations

Posting Link: <https://www.ubjobs.buffalo.edu/postings/58715>

Job Type: Full-Time

Posting Detail Information

Facility Operations Assistant 1, Utilities University at Buffalo

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Position Summary

The **Facilities Department** at the University at Buffalo invites applications for our **Facility Operations Assistant 1** position in the HVAC department.

Your responsibilities will include:

- Assist in routine maintenance of equipment.
- Perform specific tasks as directed in performing maintenance and repairs on mechanical and electrical equipment, steam, gas and water lines, and other related heating, ventilation and air conditioning equipment.
- In accordance with instructions, carry out proactive maintenance on HVAC equipment, including tasks such as lubricating machinery, replacing belts, replacing filters, and cleaning equipment. Additionally, perform other preventive maintenance duties within the boiler, chiller, pump, AHU and other mechanical equipment rooms.
- Follow specific directions to learn operating procedures for the various HVAC equipment on Campus.
- Participate in in-service training courses and on-the-job instruction relative to HVAC operation and engineering.
- Clean parts, equipment, equipment areas, and painting of HVAC equipment and related areas.

Learn more:

- 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.

Minimum Qualifications

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- 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.
- 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

- HVAC experience
- HVAC training
- Basic electrical, plumbing and mechanical knowledge
- Good communication skills
- Good customer service skills

Physical Demands

Must be physically able to perform all the duties of this position as outlined in the Position Summary including:

- Bending, twisting, ability to transport 50 pounds, ascend 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

\$36,232

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Special Instructions Summary

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Carl Kirchgraber

Contact's Pronouns:

Contact's Title: Maintenance Supervisor 3

Contact's Email: ck72@buffalo.edu

Contact's Phone: 716-264-3348

Posting Dates

Posted: 09/03/2025

Deadline for Applicants: 09/17/2025

Date to be filled:

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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