

Facilities Operation Assistant 1
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=268160>

Downloaded On: Nov. 11, 2025 3:14pm

Posted Nov. 11, 2025, set to expire Nov. 24, 2025

Job Title Facilities Operation Assistant 1
Department Campus Operations
Institution University at Buffalo
Buffalo, New York

Date Posted Nov. 11, 2025

Application Deadline 11/24/2025
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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Facilities Operation Assistant 1

Position Information

Position Title: Facilities Operation Assistant 1

Department: Campus Operations

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59910>

Job Type: Full-Time

Posting Detail Information

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Position Summary

As a Facility Operations Assistant 1 in the Plumbing Shop of UB's Facilities Operations Department, you will assist higher level team members in performing routine, unskilled and semi-skilled work.

Responsibilities for this role include:

- Assist higher-level staff in performing routine, unskilled and semi-skilled work
- Perform unskilled work such as carrying supplies and equipment, erecting ladders, cleaning/flushing, removing materials from construction sites, preparing surfaces for paints, digging ditches, loading and unloading trucks, carrying bricks, mortar, tools and equipment, performing rough carpentry, masonry work, cleaning the work site, and other duties as assigned
- Perform a variety of routine maintenance tasks such as cleaning mechanical rooms, organizing shop materials, replacing light bulbs or unclogging toilets
- May travel between campuses to pick up equipment, supplies or persons
- Load and unload heavy equipment, supplies, and furniture by physically lifting items or operating truck, forklift or pallet jack

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our [benefits website](#) to learn about our benefit packages.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

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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

- There are no education or experience qualifications for this class.
- Applicants must be physically able to perform the tasks of this position and be able to understand and carry out written or oral instructions.
- When required to operate motor vehicles, incumbent must possess a valid New York State drivers license.

Preferred Qualifications

- Good attendance, punctuality, communication skills
- Ability to listen, interpret instruction, and perform tasks necessary for the trade assigned to
- Demonstrate a positive work attitude
- Strong team mentality
- Understand and execute safe work practices and procedures

Physical Demands

Candidate will be working near electrical equipment, gas-fired equipment, pressure vessels, and other equipment and in conditions that could potentially be hazardous if industry best-practices and safety

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procedures are not followed. The successful candidate is required to have confidence in their own abilities and be able to work safely and proficiently on this equipment and in this environment, at any time of day or day or week.

Must be able to perform all the job functions listed within the position summary. Positions self and moves objects weighing up to 50 pounds, ascends/descends ladders, access equipment located on mezzanines, catwalks, basements and crawlspaces. Perform 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. Candidate must be able to remain in a stationary position, move about, transport, and position self to access material and equipment.

Salary Range

\$36,232

Special Instructions Summary

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Russel Stith

Contact's Pronouns: he, him, his

Contact's Title: Maintenance Supervisor 1

Contact's Email: rvstith@buffalo.edu

Contact's Phone: 716-998-8320

Posting Dates

Posted: 11/10/2025

Deadline for Applicants:

Date to be filled:

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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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