

**STATE UNIVERSITY OF NEW YORK AT BINGHAMTON
ANNOUNCEMENT OF VACANCY**

DATE: September 12, 2024

TITLE: Facility Operations Assistant 1 DEPARTMENT: Facilities Management

TRADE/SALARY RANGE: SG-6 \$35,177 NUMBER OF POSITIONS: Two

BRIEF JOB DESCRIPTION: Facility Operations Assistant may be as a member of a crew or work independently performing routine manual laboring duties supporting common maintenance service-type activities i.e., cleaning grounds, roadways and structures by sweeping, raking, shoveling, mowing grass, and removing by hand debris, leaves, branches, snow, ice, trash, etc. Typical activities may include mowing lawns, seeding lawns, transplanting and pruning trees, shrubs and flowers; cleaning grounds by sweeping, raking, shoveling and removing by hand litter, debris, leaves, branches, etc. Apply pesticides and fertilizers to trees, shrubs, flowers and lawns. Remove snow from and apply sand and calcium or salt to walks, roads and parking lots using a shovel, snow blower, truck or tractor. Erect and remove snow fences. Facility Operations Assistants may also move items to and from storerooms, lay out athletic fields or set up athletic equipment or maintain other recreational areas. Sharpen mowers and perform unskilled maintenance on other grounds equipment. Patch roads and walks using sealer, stone and blacktop materials. Dig and clear drainage ditches and storm basins. In winter may be assigned to a variety of indoor tasks of a janitorial or unskilled maintenance nature. May occasionally operate light construction equipment such as front-end loaders, forklift, and backhoes. Duties may vary depending on operational need and may include but is not limited to trades, custodial and expediting crews. This individual may need to develop computer skills to operate the Departments facilities management system, as implemented in their area and on their level. Duties for this position are strenuous in nature, requiring considerable physical activity and may be performed under hazardous conditions requiring much attention to detail to avoid errors/injury.

MINIMUM QUALIFICATIONS: The preferred applicant would possess a valid Class B Drivers License with Air Brakes. Minimally, applicants must be able and willing to obtain a valid CDL B license with air brakes within the first SIX months of