

**State University of New York at Binghamton
ANNOUNCEMENT OF VACANCY**

DATE: May 13, 2024

TITLE: Facility Operations Assistant 1 (Utilities)

DEPARTMENT: Facilities Management

GRADE/SALARY RANGE: SG-6 \$35,177

NUMBER OF POSITIONS: Two (2)

BRIEF JOB DESCRIPTION: Facility Operations Assistant 1 (Utilities) on an assigned shift assist Plant Utilities Assistants and Plant Utilities Engineers by performing a variety of relatively unskilled tasks and routine manual labor in or around a heating and/or air-conditioning plant or in the mechanical equipment rooms of buildings to include: unloading wood or coal, stockpiling wood or coal, operating coal and wood handling equipment, and maintaining supplies of wood and coal in boiler room bunkers, lubricating machinery in boiler, pump and engine rooms, filling stoker hoppers; removing ashes by hand or by operating ash dump machinery; internal boiler de-slag & cleaning; assists in boiler overhaul and repairs to boiler room equipment steam and water lines, and other mechanical equipment, may substitute for Assistant Stationary Engineer in operating boilers and operating procedures; may pick-up parts and deliver parts; may participate in in-service training courses in addition to learning through specified on-the-job instruction and experience. The incumbents will function under specific instructions and will be supervised by Plant Utilities Engineers or Plant Utilities Assistants. This position is in the labor class and no examination is required.

QUALIFICATIONS: Must be licensed to operate a motor vehicle in New York State and must be able to meet the following job requirements:

- Ability to understand and carry out oral and written instructions.
- Ability to use a variety of hand and power tools and operate motorized equipment.
- Ability to perform moderate to heavy labor & assist in routine equipment maintenance.
- Ability to enter and work within extremely dirty, tight and confined spaces.
- Ability to successfully pass a medical examination which will include tests for the use of safety equipment, including a respirator.

SPECIAL INFORMATION: **Shift work and Overtime may be required. Regular hours are Mon-Fri 7:00am -3:00pm.**

ADDITIONAL INFORMATION: The successful candidate for this position must be able to perform the duties and responsibilities of the position satisfactorily. Since the activities of other employees depend on the performance of the employee in this position, reliable attendance is a factor that the employer will consider when filling this vacancy.

Internal candidates interested in the above position should indicate their interest by completing a PA-81 form; obtainable in the Office of Human Resources. All other applicants should complete the HR-001 Binghamton University Employment Application; obtainable at www2.binghamton.edu/human-resources/forms. Completed forms are to be returned to the Office of Human Resources, Binghamton University, P.O. Box 6000, Binghamton, NY, 13902. Applications will not be accepted in Facilities Management and must be returned to Human Resources no later than May 23, 2024.