STATE UNIVERSITY OF NEW YORK AT BINGHAMTON
ANNOUNCEMENT OF VACANCY

DATE: June 28, 2023

TITLE: FACILITY OPERATIONS ASSISTANT 1

DEPARTMENT: Library Services

TRADE/SALARY RANGE: SG-6 $34,152

NUMBER OF POSITIONS: ONE (1)

BRIEF JOB DESCRIPTION: Facility Operations Assistants may be as a member of a crew or work independently performing routine duties supporting Library service-type activities i.e.; using a high lift order picker to maneuver filled book trays onto high density shelving units, sorting materials into book trays and accurately recording volume/tray location information into our inventory management system.

Participate in the relocation of the current Annex facility to the new Collection Management Facility (CMF). Work will include assembling book trays, sorting materials by size and packing materials into proper containers.

Other activities include participation in daily collection management routines i.e.; weeding items, barcoding items, catalog record changes and other inventory management activities. Assures that books, journals and other Libraries’ materials are picked from shelf and properly re-shelved. This includes updating bibliographic and item information in the Libraries’ web-based services platform and item information in an inventory management system.

May be assigned to a variety of tasks of a janitorial or unskilled maintenance nature. Duties may vary depending on operational need and may include but is not limited to trades, custodial, expediting, and snow removal.

Duties for this position may be strenuous in nature, requiring considerable physical activity requiring much attention to detail to avoid errors/injury. This position works in both office and warehouse environments and entails manual dexterity, lifting, bending, stretching, carrying books, boxes and other Libraries’ materials. This also requires the ability to move loaded book trucks, climb a ladder, and use a mechanical high lift order picker. This individual may need to develop computer skills to operate the Libraries’ inventory management system.

MINIMUM QUALIFICATIONS: There are no education or experience requirements for this class. 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 probation. Applicants must be physically able to perform moderate to heavy labor. When required to operate motor vehicles, candidates must be licensed to operate a motor vehicle in New York State & possess a valid driver’s license appropriate for the type of vehicle operated. Applicant must meet the following job requirements.

* Ability to understand and carry out written and oral instructions.
* Ability to use motorized equipment, work from ladders and personnel lifts.
* Ability to perform moderate to heavy manual labor.
* Ability to lift, stoop, and bend for long periods of time.
* Candidate will maintain a license to operate a vehicle in New York State.

SPECIAL INFORMATION The initial assignment for this position is in the Libraries Department in the Johnson City Collection Management Facility from 8:00 a.m. to 4:00p.m. shift. Position works Monday – Friday with Saturday and Sunday as pass days. The successful candidate will be subject to pre-employment and random/mandatory drug and alcohol testing pursuant to federal regulations.

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 upon the performance of the employee in this position, reliable attendance is a factor that the employer will consider when filling this vacancy.
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Binghamton University, P.O. Box 6000, Binghamton, NY, 13902. Applications will not be accepted in Physical Facilities. Applications must be returned no later than July 9, 2023.