

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

**DATE:** April 15, 2024

**TITLE:** Maintenance Assistant - 2nd Shift Operations

**DEPARTMENT:** Facilities Management

**GRADE/SALARY RANGE:** SG-9 \$41,399

**Number of Positions:** One (1)

**BRIEF JOB DESCRIPTION:** A Maintenance Assistant performs a variety of semi-skilled maintenance, repair and related activities as assigned in one or a combination of crafts including, but not limited to, carpentry, plumbing, and electrical. The initial work assignment for this position will consist of routine repair, preventative maintenance, and/or modification of facilities typically associated with general building maintenance. It may also include assistance with general snow removal. Typical assignments may include, but are not limited to: erecting steel studding, installing an taping sheetrock, repair of woodwork, doors, window sashes and storm windows; working with locks, door closures, hinges and panic hardware; repair/replacement of ceiling and floor tile; installation, repair/replacement of electrical and plumbing fixtures; unplugging of clogged drains; small carpet or tile repairs. The incumbent will also be responsible for other general maintenance duties such as changing light bulbs, snow removal, and emergency calls.. This position will also support events via set-ups and tear-downs. Maintenance Assistants use hand and portable power tools, shop equipment and measuring and testing instruments appropriate to the trade area to which they are assigned. This position will operate trucks and light construction equipment and will be involved in snow removal. This individual must develop computer skills to operate the Departments facilities management system (Maximo) as implemented in their area.

**QUALIFICATIONS:** Two years of experience in maintenance or mechanical work under the supervision of a skilled trades worker or completion of an appropriate two year technical school course. Additionally candidate must possess the following job skills:

- Working knowledge of the methods, materials, tools and equipment used in the trade or trades to which assigned.
- Ability to use the tools, machines, equipment, and material of the trade or trades to which assigned.
- Must be licensed to operate a motor vehicle in New York State.
- Ability to perform moderate to heavy manual labor.
- Ability to understand and carry out written and verbal instruction.
- Ability to supervise the activities of a subordinate staff.
- Ability to climb ladders and work at heights on scaffolds and platforms.
- Must be licensced to operate a motor vehicle in New York State.

**SPECIAL INFORMATION:** The initial assignment for this position will be on the 3:00 pm to 11:30 pm shift. Position works Monday through Friday with Saturday and Sunday as pass days. Since the nature of the campus requires continuous service and emergencies may arise during other than normal work hours, employee in this position will be required to provide a home telephone number and be willing to accept emergency call-ins and overtime work when necessary. This position is considered essential.

**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.

**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](http://www2.binghamton.edu/human-resources/forms). Return completed forms to the Office of Human Resources, Binghamton University, P.O. Box 6000, Binghamton, NY, 13902. Applications will not be accepted in Facilities and must be returned to Human Resources no later than April 25, 2024.**