

STATE UNIVERSITY OF NEW YORK AT BINGHAMTON
ANNOUNCEMENT OF VACANCY

DATE: November 24, 2025

TITLE: SERVICE & REPAIR ASSISTANT (MOTOR EQUIPMENT)

DEPT: Facilities Management

GRADE/SALARY RANGE: SG 9 \$42,641

NUMBER OF POSITIONS: ONE (1)

BRIEF JOB DESCRIPTION: A Service & Repair Assistant (Motor Equipment) performs a variety of semi-skilled mechanical work in automotive repair in the maintenance, repair & overhaul of gasoline/diesel powered self-propelled/non-self-propelled motor driven equipment & may perform routine maintenance/mechanical repairs on disabled vehicles, construction & other equipment in the field. Work can be characterized by their diagnosis of the cause of breakdowns & faulty mechanical performance & in performing major/minor mechanical, electrical, & hydraulic repairs on self-propelled & non-self-propelled vehicles & equipment such as passenger cars, trucks, generators, compressors, etc. to include: using appropriate test equipment & observation to diagnoses the cause of the faulty mechanical/electrical performance; plan work procedure required to make repairs/orders replacement parts/material; repairs/maintains/adjusts automotive electrical systems to include components such as ignitions, switches, generators, alternators, etc.; repairs, maintains, adjusts elements of chassis assembly including such components as steering, front end, & hydraulic brakes; maintains gasoline &/or diesel engines replacing or repairing such parts as valves, bearings, gears, shafts, pistons, rings, oil, fuel, radiators, carburetors; repairs/services conventional & automatic transmissions including clutch assemblies, differentials, transfer cases, torque converters, etc.; periodically perform PM inspections of vehicles/equipment to insure safe & trouble-free operations; may make periodic safety inspections of State owned vehicles. This individual must develop computer skills to operate the Departments facilities management system (Maximo) as implemented in their area.

QUALIFICATIONS: You must have two years of full-time experience in mechanical work under the supervision of a skilled tradesperson; OR completion of an appropriate two-year technical school course in the mechanical trade at a school, institute, or branch of the Armed Services. Apprentice training in automotive or diesel mechanics or training gained by completion of technical courses in automotive or diesel mechanics at a school or technical institute may be substituted for the required experience on a year-for-year basis. Basic electrical knowledge preferred. Additionally, candidate must possess the following job skills:

- Perform a variety of mechanical/electrical repairs and tasks on gas powered automotive, generators & other motor-driven equipment such as oil changes, tune-ups, and tire rotation.
- Replacement of components such as starters, fuel pump, and brake pads.
- Working knowledge of the operation of automotive equipment, & other motor-driven equipment.
- Perform preventative maintenance inspections and safety inspections of vehicles.
- Ability to make accurate diagnoses of mechanical or electrical problems for gas &/or diesel powered self-propelled & non-self-propelled automotive equipment.
- Ability to understand & carry out written & verbal instruction.
- Assist with vehicle cleaning and snow removal when needed.
- Willingness to work in the electrical trade.
- License to operate a motor vehicle in New York State.
- Ability to read & interpret technical maintenance manuals, circuit diagrams & blueprints.

SPECIAL CONDITIONS: Candidate must possess, or be able to acquire, a CDL-B driver's permit with air brake within thirty (30) days and licensure within the first 6 months of the probationary period.

SPECIAL INFORMATION: The initial assignment for this position will be Monday – Friday from 6:00 a.m. to 2:30 p.m. The selected individual will be required to obtain and maintain additional licensure associated with motor vehicle inspection. 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 & 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. 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 and must be returned to Human Resources no later than December 5, 2025.