

STATE UNIVERSITY OF NEW YORK AT BINGHAMTON
ANNOUNCEMENT OF VACANCY

DATE: September 3, 2026

TITLE: Maintenance Assistant – Carpenter (Operations)

DEPT: Facilities Management

GRADE/SALARY RANGE: SG-9 \$44,560

Number of Positions: ONE

BRIEF JOB DESCRIPTION: A Maintenance Assistant performs a variety of semi-skilled maintenance, repair and related activities as assigned in the Carpentry department or another trade department. The initial work assignment for this position performs the more routine repetitive repair and/or modification of facilities typically associated with general building maintenance. Typical assignments may include, but are not limited to: erecting steel studding; installing and taping sheetrock; repair of woodwork, doors, window sashes and storm windows; working with locks, door closures, hinges and panic hardware; repair/layout/replacement of ceiling and floor tile; may repair electrical and plumbing fixtures depending upon assignment; and may make small carpet repairs. Maintenance Assistants use hand and portable power tools, shop equipment and measuring and testing instruments appropriate to the area to which they are assigned. They may occasionally operate trucks and light construction equipment and may become involved in snow removal. This individual must develop computer skills to operate the Departments facilities management system (MAXIMO), and KRONOS time management system, as implemented on their level in their area.

QUALIFICATIONS: Non-competitive position. Candidates must possess two years of experience in the carpentry trade working directly under the supervision of a skilled carpenter or completion of an appropriate two-year technical school course in carpentry. Additionally candidate must possess the following job skills:

- Working knowledge of the methods, materials, tools and equipment used in the carpentry trade.
- Ability to use the tools, machines, equipment, and material of the carpentry trade.
- Must possess a valid driver's license and be able to operate a motor vehicle in NYS.
- 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.
- Ability to read and interpret construction plans.

SPECIAL INFORMATION: The initial assignment for this position will be in the Carpentry Department on the 7:00 am to 3:30 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. The candidate for this position will be deemed a university essential employee.

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. 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 September 14, 2026.