Posting No. 26-080

STATE UNIVERSITY OF NEW YORK AT BINGHAMTON
ANNOUNCEMENT OF VACANCY

DATE: November 20, 2026

TITLE: Facility Operations Assistant 1 **DEPARTMENT: Facilities Management**

TRADE/SALARY RANGE: SG-6 $36,232 **NUMBER OF POSITIONS: One**

BRIEF JOB DESCRIPTION: Facility Operations Assistant may be as a member of a crew or work independently performing routine manual laboring duties supporting common maintenance service-type activities i.e., cleaning grounds, roadways and structures by sweeping, raking, shoveling, mowing grass, and removing by hand debris, leaves, branches, snow, ice, trash, etc. Typical activities may include mowing lawns, seeding lawns, transplanting and pruning trees, shrubs and flowers; cleaning grounds by sweeping, raking, shoveling and removing by hand litter, debris, leaves, branches, etc. Apply pesticides and fertilizers to trees, shrubs, flowers and lawns. Remove snow from and apply sand and calcium or salt to walks, roads and parking lots using a shovel, snow blower, truck or tractor. Erect and remove snow fences. Facility Operations Assistants may also move items to and from storerooms, lay out athletic fields or set up athletic equipment or maintain other recreational areas. Sharpen mowers and perform unskilled maintenance on other grounds equipment. Patch roads and walks using sealer, stone and blacktop materials. Dig and clear drainage ditches and storm basins. In winter may be assigned to a variety of indoor tasks of a janitorial or unskilled maintenance nature. May occasionally operate light construction equipment such as front-end loaders, forklift, and backhoes. Duties may vary depending on operational need and may include but is not limited to trades, custodial and expediting crews. This individual may need to develop computer skills to operate the Departments facilities management system, as implemented in their area and on their level. Duties for this position are strenuous in nature, requiring considerable physical activity and may be performed under hazardous conditions requiring much attention to detail to avoid errors/injury.

MINIMUM QUALIFICATIONS: 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. Incumbent must possess or willing to obtain if offered, a Pesticide Applicator's Certification for Category 3A. The preferred applicant has relevant experience in grounds work. The applicant will be assigned to do repair work as needed. Applicants must meet the following job requirements.

* Ability to understand and follow written and oral instructions.
* Applicant must possess a valid license to operate a motor vehicle in New York State.
* Ability to perform medium to heavy manual labor.
* Ability to use a variety of hand and power tools and motorized equipment.

SPECIAL INFORMATION: The initial assignment for this position is 7:00 a.m. to 3:30 p.m. shift for Expediting. Position works Monday thru Friday with Saturday/Sunday as pass days. The operational needs of the University require the ability to call in Facility Operations Assistant in an emergency situation during other than normal work hours. This type of work will require the employee to work long and varied hours during periods of emergency or inclement weather and as such this is considered an essential position. **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.

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 December 2, 2026.