

**State University of New York
College of Environmental Science and Forestry
1 Forestry Drive, Syracuse, New York 13210-2778**

August 18, 2021

TITLE/SALARY GRADE: Facility Operations Assistant 1, SG-6
Custodial Services

DURATION: Permanent

SALARY: \$31,870 (Note: current or reconstructed salary for State employees in accordance with NYS Audit and Control)

POSITION DESCRIPTION: Perform a variety of routine manual tasks, requiring medium to heavy physical effort, to clean & maintain campus buildings, moving furniture and equipment, maintaining trash and recycling, assist with grounds maintenance, special event set ups and tear downs. Perform a variety of routine building maintenance tasks such as unclogging toilets and sinks, and changing light bulbs and tubes.

MINIMUM QUALIFICATIONS: Applicants must be physically able to perform the duties assigned. Must possess and maintain a valid New York State Driver's License.

OPERATIONAL NEEDS: Must be available to work Monday - Friday 5:00AM – 1:30PM or 6:00 AM – 2:30 PM or 7:00AM - 3:30PM. This is a full time position based on a 40 hour workweek. May be required to work overtime based on operational needs.

JOB REQUIREMENTS:

- Perform medium to heavy manual labor
- Use hand tools and operate motor driven equipment
- Understand and follow verbal and simple written instructions
- Perform more simple and routine tasks independently

APPLICATION PROCEDURE:

- For ESF-OSU internal applicants – complete the Physical Plant Internal Vacancy Application Form available in the Office of Human Resources, call (315) 470-6611 or email hr@esf.edu to have one sent.
- For all other applicants - Employment application is required to be submitted on-line at <http://www.esf.edu/hr/>

APPLICATION DEADLINE:

- For ESF-OSU internal applicants – August 29, 2021
- For all other applicants - although applications will be accepted until the position is filled, candidates should submit their application by u, to assure optimal consideration

Approval must be granted by Civil Service prior to filling this position pending clearance of re-deployment roster, transfer list, preferred list, reemployment roster, or placement roster.

In accordance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” institutions of higher education are required to prepare an annual report containing information on campus security policies and campus statistics. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by SUNY-ESF; and on property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a printed copy of this report by contacting SUNY-ESF University Police at 315-470-6667 or by accessing the following web site: <http://www.esf.edu/univpolice/crimereports/>

SUNY ESF is a Smoke and Tobacco Free campus and is dedicated to providing a healthy and safe environment for the entire campus. For more information you can visit our Tobacco and Smoke Free Policy at [https://www.esf.edu/au/documents/ESF Tobacco Free.pdf](https://www.esf.edu/au/documents/ESF_Tobacco_Free.pdf)

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor’s Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

SUNY ESF is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.