



Posted Dates: 4/17/2024 – 5/1/2024

Internal Employment Opportunities

State University of New York Polytechnic Institute
100 Seymour Road, Utica NY 13502

Applications are invited for consideration for appointment to the following position:

Table with 7 columns: Title, Department/Division, Location, Work Week, Salary Range, Application Deadline, Date to be Filled. Row 1: Facility Operations Assistant 1 (Grounds), Facilities, Utica, Monday – Friday, SG-6, 10 bus days, ASAP

Description of Duties:

The SUNY Polytechnic Institute's Grounds Department performs a variety of work related to the appearance and condition of the campus grounds and athletic fields. The Grounds department also maintains roadways, walkways and parking lots. Under the direction of the Facility Operations Assistant 2 (Grounds), a Facility Operations Assistant 1 will be responsible for maintaining the appearance and condition of grounds, athletics fields, walkways, parking lots, and roadways of the SUNY Polytechnic Institute in Utica, NY.

- Maintain the appearance and condition of campus grounds (cut grass using mowing equipment, trimming, prune/manage trees and bushes, remove weeds, plant and water bushes/trees, maintain planting beds, repair sidewalks/paver walks, etc.).
Perform snow removal operations, including operation of plow trucks, snow blowers, loading equipment, and sanders.
Assist with the moving, set-up and take-down of furniture, equipment for special events, and packages.
Maintain athletic turf and grass fields.
Manage and perform trash removal and the pickup of recycling containers on campus grounds.
Other reasonable duties as assigned.
Reporting Relationships:

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- This position will report directly to the Facility Operations Assistant 2 (Grounds).
During the routine performance of duties, the Facility Operations Assistant 1 will encounter staff, students, faculty, administrators, and vendors. It is vital that the Facility Operations Assistant 1 (Grounds) conduct him/herself in a courteous and appropriate manner at all times.

This is an essential personnel position for the maintenance and operation of the campus during an emergency situation.

Minimum Qualifications:

- Applicants must be physically able to perform the tasks of the position and be able to understand and carry out written or oral instructions. When required to operate motor vehicles, incumbents must possess a valid New York State driver's license appropriate for the type of vehicle being operated.
Applicants must be willing to work outside normal hours for emergency snow removal operations, as necessary.

Preferred Qualifications:

- Preferred candidates will possess an appropriate license or certification to apply pesticides, herbicides, other treatments.
Preferred candidates will have 1-year experience in commercial landscaping and/or snow removal.
Preferred candidates will have experience with operating commercial snow removal equipment and heavy equipment.

Applicants must address in their applications their abilities to work with a culturally diverse population. This position is contingent on the satisfactory completion of a background check; this position may require annual checks.

SUNY Poly is an AA/EEO/ADA employer, committed to excellence through diversity. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

Qualified applicants may apply for classified service positions by resume and/or application. All material needs to be completed and returned to HR@sunypoly.edu by the deadline date.