



## SUNY Broome Community College Housing Development Corporation (BCCHDC)

**Institution:** SUNY Broome Community College (BCC)

**Location:** Binghamton, NY

**Job Title:** Facilities Assistant, 1 – 2 employees

**Type:** Part-time, hourly - SEASONAL

**Department:** Housing & Residential Life

**Reports To:** Facilities Coordinator

### **Position Category:**

Part-time, hourly, no more than 29.5-hours per week, SEASONALLY (summer), Faculty-Student Association administrative position reporting to the Facilities Coordinator.

#### **I. General Responsibilities:**

The Facilities Assistant works with the Facilities Coordinator (FC) to ensure the efficient operation and maintenance of the housing facility, the Student Village. The Facilities Assistant assists the FC with structural, mechanical, electrical, plumbing, environmental, drainage and communication systems of the facility and related property.

#### **II. Essential Functions:**

- Responsible for assisting the FC in the timely completion of maintenance and repair work, by directly performing tasks.
- Assists the FC with ensuring that the facility and related property, at all times, are in compliance with building and fire codes.
- Ensures that the appearance of the exterior and interior of the facility, related property, grounds, and parking lot are maintained to a high standard.
- Works closely with Housing staff, Public Safety, Campus Facilities, and others to ensure the safety of residents as well as a clean, well-maintained living/learning facility.
- Assists in monitoring energy use and implementation of energy conservation measures.
- Maintains cooperative and positive relations with students, contractors, public officials, and the public.
- Assists the FC in conducting investigations, troubleshooting, diagnosing and reporting problems within the facility's systems.
- Exercises considerable initiative and judgment in planning and carrying out assignments; receives minimal administrative direction.
- Assists with inventory management, and furniture moves.
- Limited student interactions, but must work professionally with and around distressed students.

- May assist in supervision of student staff.
- Performs other essential functions and related duties, as assigned.

**Minimum Qualifications:**

- High school diploma or equivalent.
- Two (2) years of experience in facility operations, building trades, or closely related areas.

This position is subject to a criminal background check.

**Compensation:** Hourly rate is dependent on experience; anticipated \$15-\$18.