

Suny Broome Community College
Housing Development Corporation
JOB DESCRIPTION – Facilities Manager Assistant

Position Category: This is a full-time, 37.5 hour, 12 month position reporting to the Facilities Manager of Housing of the Broome Community College Housing Development Corporation.

General

Responsibilities: The Assistant is responsible for assisting in the efficient operation and maintenance of the Housing Facility under the direction of the Facilities manager.

Essential Functions:

- Works with the Facilities Manager of Housing to ensure maintenance, repair, replacement and cleaning of materials within and a part of the residence hall, grounds, and parking lots.
- Responsible for helping in the timely completion of maintenance and repair work, by directly performing the work
- Ensures that the appearance of the exterior and interior of the facilities and the grounds are maintained to a high standard.
- Works closely with Housing staff, Campus Public Safety staff, and others to ensure safety protocols are in place.
- Works to provide and maintain for the benefit of residents a clean, well maintained living/learning facility.
- Assists in monitoring energy use and implements energy conservation measures.
- Maintains cooperative and positive relations with students, contractors, public officials, and the public
- Assists in conducting investigations, troubleshooting, diagnosing and reporting problems within the facilities systems
- Exercises considerable initiative and judgment in planning and carrying out assignments; receives minimal administrative direction.
- Assist with inventory management
- Availability to respond to emergencies
- Professionally work with and around distressed students.
- Performs other related work as required.
- In the absence of the Facilities Manager, the Facilities Manager Assistant will be required to serve in an on-call/emergency facilities response capacity

Minimum Qualifications:

- High school diploma or equivalent
- Two (2) years of professional experience in facility operations, building trades, or closely related areas.
- This position is subject to a criminal background check and drug testing

Salary:

This position will receive \$12-15/hour depending on experience

This position also includes the opportunity for medical and dental benefits,as well as paid vacation,personal,and sick time

To apply: send cover letter, resume and list of 3 professional references with contact information to Menzelc@Sunybroome.edu