

Facilities Business and Operations Manager
University at Buffalo, The State University of New York

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Posted Mar. 4, 2024, set to expire Aug. 4, 2024

Job Title	Facilities Business and Operations Manager
Department	Clinics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Mar. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services Facilities/Maintenance/Transportation
Job Website	https://www.ubjobs.buffalo.edu/postings/48917
Apply By Email	
Job Description	

Position Summary

The [School of Dental Medicine](#) is seeking a **Facilities Business and Operations Manager**. This position reports to the Facilities Planning and Management Officer and acts as the primary business liaison between SDM Departments, UB Facilities, and other individuals regarding maintenance, work orders, rehab projects, upgrades, management and issue resolution for SDM. Working closely with the FPMO and serving on SDM strategic committees, the Facilities Business and Operations Manager will primarily focus on managing the day-to-day needs for the School's space and facilities, but also advancing strategic priorities. Specific duties include but are not limited to:

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- Collaborate on the development, implementation, and enforcement of SDM Facilities strategic plan initiatives to all School of Dental Medicine space.
- Ensure timely and appropriate SDM customer service and communication with regards to facilities, maintenance and operations. This includes managing systems and databases (including – Uptime Health).
- Assist with compliance matters related to facility and accreditation process.
- Inventory facility condition assessment and critical equipment to assist with budget and planning.
- Ensure security of building and individual spaces by managing access via key requests, swipe cards and auditing key usage including maintaining a list of all keys, masters, and sub-masters currently in use in all SDM spaces.
- Maintain SDM “key control policy” and implement new procedures as they are developed.
- Regularly identify, report, manage, and follow-up on requests for service by UB Facilities and keep consistent records of all space assigned to the SDM, and is responsible for the accurate completion of the annual physical space inventory.
- Manage all departmental and facilities related work orders at request of faculty and staff.
- Assist New York State Fire Marshal and EH&S with annual inspections of the building and laboratory spaces; Follow-up with department leads to remediate issues when violations are found in their spaces.
- Maintain up-to-date records of all facilities related NYS Department of Health mandates/requirements for an Article 28 facility. This includes but not limited to: Fire and life safety, individual panic alarm testing, code 5 phone system, emergency management, environmental considerations.

Focused on SDM customer service, this individual must be an organized self-starter, whose attention to detail assists with collaboration amongst all SDM academic, clinical, and administrative departments to ensure smooth and efficient operations. Ability to continuously analyze work and identify areas for process enhancement and operational improvement. Individual must be able to multitask across several projects, triaging as necessary, and ensuring consistent follow-up and follow-through.

Outstanding Benefits Package

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Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

As an Equal Opportunity / Affirmative Action employer, the University at Buffalo will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Minimum Qualifications

- Bachelor's degree with 2 years of experience in business, management or related field.

Preferred Qualifications

- Minimum of 3 or more years of facilities operations experience.
- Experience in a university setting including such areas as facilities management, security, laboratory equipment maintenance and accounting/billing.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

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