

Building Operations Manager, CBLS
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=235392>

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Posted Apr. 30, 2024, set to expire Aug. 30, 2024

Job Title	Building Operations Manager, CBLS
Department	Business and Entrepreneur Partnerships
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Apr. 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Job Website	https://www.ubjobs.buffalo.edu/postings/49825
Apply By Email	
Job Description	

The **Building Operations Manager** will be responsible for all facets of building operations to ensure a safe, well-maintained, and efficient environment for occupants of UB's New York State [Center of Excellence in Bioinformatics and Life Sciences](#) (CBLS). Occupants include start-ups, large companies, UB staff, faculty, and students.

The CBLS is part of UB's Office of Business and Entrepreneur Partnerships (BEP) that provides office and laboratory incubator space, supports commercialization of UB technologies and connects industry with UB faculty and core facilities for research and development initiatives.

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The ideal candidate will be self-motivated, reliable, efficient, and able to thrive in a fast-paced environment. Critical thinking, “customer first” attitude, the ability to communicate clearly and work independently as well as part of a team are a must. This position reports to the Associate Director of Operations and Facilities.

Key Responsibilities include:

Building and Infrastructure Management:

- Act as the primary operations liaison between CBLS, UB Facilities, UB Police, vendors and other stakeholders regarding building access, security, IT support, maintenance, work orders, rehab projects, upgrades, and issue resolution for the CBLS building. Will serve as the emergency contact for CBLS.
- Management and maintenance of shared scientific instruments in the CBLS including inventory management, development of SOPs and user fees, oversee calendar reservations and billing.
- Serve as point of contact for building and laboratory safety related inspections by NYS and UB EHS. Advise occupants on safe use of space.
- Oversee front desk/reception coverage.

Space Management:

- Work with UB Financial Services to revise and/or develop lease rates.
- Manage space planning and allocation for all tenants and UB departments at CBLS; ensure all systems are kept up to date to track operations including UB space system, floor plans, Salesforce. Liaise with UB real estate office to manage agreement processing for new and existing company tenants.
- Lead new tenant on-boarding coordination and process including badge access, IT support, lab safety protocols, new tenant move-in coordination, signage, and welcome packet.

You will be successful in this role if you have experience working in a biological research setting and can translate your laboratory management experience to facility management. You are driven by making an impact in the community, finding creative solutions to get results, enjoy engaging with diverse perspectives, collaborating, and influencing others, and are committed to the growth and development of your team.

Outstanding Benefits Package

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

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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](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Contact Information

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

Contact