

Equipment Manager
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=237223>

Downloaded On: Jun. 29, 2024 4:14pm

Posted Jun. 7, 2024, set to expire Oct. 7, 2024

Job Title	Equipment Manager
Department	University Police
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jun. 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Athletics and Recreation Services
Job Website	https://www.ubjobs.buffalo.edu/postings/50575
Apply By Email	
Job Description	

Position Summary

The University at Buffalo Police Department seeks a Senior Staff Assistant (in-house title Equipment Manager) to manage building and equipment needs within the department and spanning over 3 campuses. Duties include, but are not limited to:

- Manages departmental / physical space inventory for Bissell Hall.
- Serves as liaison with Facilities and outside vendors for all building repairs, including satellite locations.
- Acts as liaison between Saia Communication for service and maintenance on patrol and dispatch radios.
- Coordinates the purchase, installation and maintenance of emergency equipment.

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- Responsible for yearly patrol vehicle purchase including coordinating purchase, delivery and installation of emergency equipment and ongoing maintenance.
- Serves as liaison between UPD and Radar/Lidar yearly recertification process.
- Coordinates service and repair of workout/gym equipment.
- Manages the surplus and disposal of UPD equipment, including removal of all add-on equipment to department vehicles.
- Responsible for inventory of emergency equipment.
- Serves as backup for Fleet Manager/Quartermaster
- Assists with the installation and maintenance of university-wide security camera, alarm and card reader systems.

All duties listed above occur in an 24/7 environment, therefore, as part of your professional obligation working extended hours, holidays and varied hours may be required. Criminal background check required.

The mission of the University at Buffalo Police Department is to provide a safe, friendly and welcoming environment for students, visitors, faculty and staff to live, learn, work and play.

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 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 the great [benefits](#) the University at Buffalo has to offer.

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.

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Minimum Qualifications:

- Bachelor's degree with 2 years of experience **or** master's degree or professional certification with no experience
- Valid Driver's License
- High Degree of Professionalism, excellent written and verbal skills

Preferred Qualifications

Physical Demands

The selected candidate must be able to meet the physical requirements of the position which include the ability to carry and climb ladders up to 12 feet for security camera installation as well as to transport and carry tools needed for installation.

Salary Range\$62,000Additional Salary InformationThe salary range reflects our good faith and reasonable estimate of the possible compensation at the time of posting, the role and associated responsibilities, and the experience, education, and training of the selected candidate.

Contact Information

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

Contact