

**Maintenance Supervisor 3 (NY HELPS)**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=250177>

Downloaded On: Jun. 6, 2025 1:06pm

Posted Dec. 9, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Maintenance Supervisor 3 (NY HELPS)
<b>Department</b>	Campus Operations
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Dec. 9, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/54625">https://www.ubjobs.buffalo.edu/postings/54625</a>

**Apply By Email**

**Job Description**

This position will supervise, lead and direct all PEF & CSEA team members in the HVAC Department. The HVAC teams engage in inspection, preventative maintenance, troubleshooting, repair and operation of heating, ventilation and air conditioning equipment and other essential equipment that provide heating or cooling to campus buildings.

Typical Duties include:

- **Management:** Act as a supervisor to each of the Maintenance Supervisor 2 positions located at each of the three campuses and provide departmental level analysis and adjustment of resources as needed. Provide regular performance evaluations and feedback to ensure teams are meeting expectations.
- **HVAC Systems:** Provide subject matter expertise to the department to manage the systems maintenance and repair of a full range, in size, type and energy source, of heating, ventilation

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and air conditioning equipment located at each of the University's Buildings

- **Preventative maintenance:** Develop and implement a preventative maintenance program to ensure that all required maintenance tasks are completed on a regular basis and that any issues are addressed promptly. Responsible to ensure proper and timely processing of CMMS documentation.
- **Projects:** Direct approx. 20-40 concurrent HVAC related projects and outside contractors
- **Contracts:** Manage approx. 10-20 concurrent HVAC related service/maintenance contracts
- **Training and development:** Provide regular training and development of maintenance team members to ensure that they have the necessary skills and knowledge to operate safely and efficiently
- **Safety management:** Ensure that staff are properly trained and equipped to work safely, and that safety procedures are followed at all times. Develops and provides a pro-active "culture of safety".
- **Communication and collaboration:** Provide effective communication and collaboration between maintenance staff and other departments on the campuses
- **Customer Service:** Provide exceptional customer service by providing a high level of support, care, and attention to detail and going above and beyond to meet the needs and expectations of our campus customers.

This is part of the **New York Hiring for Emergency Limited Placement Statewide (NY HELPS)** program. The nature and variety of the activities depend on the area in which the position is assigned.

### Additional Information:

1. Learn about our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
2. Learn more about what it looks like to be a part of the [University at Buffalo community](#).
3. Begin your career with us through the [NY HELPS](#) program.

### 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. Visit our benefits website to learn 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

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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](https://www.buffalo.edu/).

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**

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