

**Maintenance Supervisor 2 (NY HELPS)**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=252043>

Downloaded On: Apr. 20, 2025 7:04am

Posted Jan. 23, 2025, set to expire Aug. 4, 2025

<b>Job Title</b>	Maintenance Supervisor 2 (NY HELPS)
<b>Department</b>	The University at Buffalo
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jan. 23, 2025
<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/55377">https://www.ubjobs.buffalo.edu/postings/55377</a>

**Apply By Email**

**Job Description**

Step into the heart of dynamic campus life at the University at Buffalo, where every day pulses with possibility. As the Maintenance Supervisor 2, you'll be the expert orchestrating the seamless operation of our facilities, ensuring that each building operates with efficiency. Join a team dedicated to excellence, where innovation meets tradition, and every challenge is an opportunity to shine. Welcome to UB, where the future is built, and you're at the forefront of it all.

This position requires the candidate to delegate responsibilities, develop an effective workforce, promote teamwork, and provide daily direction based upon departmental policy guidelines. In this role the incumbent will be responsible to oversee the activities of the assigned shop including skilled trades, semiskilled, and unskilled positions engaged in maintenance, repair, rehabilitation, and construction activities at State facilities.

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This position will supervise, lead and direct the 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 1 positions located at the campus managed by this position 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 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.
- **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

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To be successful in this role, the incumbent has to be a strong communicator and be able to plan and adjust schedules based on priorities. The candidate will be responsible for fostering pride in maintaining the campus to the highest departmental standards.

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.

KEYWORDS: Facilities

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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