

Maintenance Assistant, Campus Operations University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=257940>

Downloaded On: Jun. 7, 2025 12:36am

Posted Jun. 5, 2025, set to expire Jun. 18, 2025

Job Title	Maintenance Assistant, Campus Operations
Department	Campus Operations
Institution	University at Buffalo Buffalo, New York

Date Posted	Jun. 5, 2025
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Application Deadline	06/18/2025
Position Start Date	Available immediately

Job Categories	Classified Staff
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Academic Field(s)	Facilities/Maintenance/Transportation
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Job Description

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Maintenance Assistant, Campus Operations

Position Information

Position Title: Maintenance Assistant, Campus Operations

Department: Campus Operations

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57422>

Job Type: Full-Time

Posting Detail Information

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Position Summary

This is a first-line position in which the candidate should expect to spend a majority of their time in the field assisting a Trades Generalist in responding to daily service requests (work orders) and scheduled preventative maintenance in support of the University's energy management equipment. This equipment consists of the building automation direct digital controllers, air handlers, VAV boxes, fan radiation, fan coils, exhaust fans, heat pumps, humidifiers, heat recovery units, and other heating, cooling and ventilation systems on campus.

Key responsibilities include:

- Respond to daily service requests (work orders) and scheduled preventative maintenance
- Assist journey level trades to diagnose, troubleshoot and service building automation systems (BAS) and electrical/mechanical equipment of all types found on campus. These are mechanical, electrical and computerized equipment used to perform energy management and climate control.
- Use computer to document service work performed
- Assist journey level trades in the removal or installation of electrical/mechanical building control equipment and systems
- Assist journey level trades involved in all facets of small mechanical equipment and BCS projects
- Provide high level of customer service

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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.

Minimum Qualifications

Meet one of the following criteria:

- Two years of full-time experience in maintenance or mechanical work under the supervision of a skilled tradesperson.

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- Completion of an appropriate two- year technical school course at a school, institute, or branch of the Armed Services, such as the New York State Civil Service Employees Association-Partnership (NYS CSEA-P) Applied Skilled Trades Certificate Program*
- Or an equivalent combination of experience and training gained by completion of appropriate technical courses at a school, institute, or branch of the Armed Services

*Successful completion of the NYS CSEA-P Applied Skilled Trades Certificate Program includes a total of 288 hours of trade-specific classroom instruction, 45 hours of technical math course work, 45 hours of technical communications course work, and 15 hours of blueprint/schematic reading course work. It does not include 4,000 hours of on-the-job training, as required for the NYS CSEA-P Applied Skilled Trades Traineeship.

When required to operate motor vehicles, candidates must possess a valid New York State drivers license appropriate for the type of vehicle to be operated.

Preferred Qualifications

- Certifications earned, completed relevant training, or other documentation that illustrates depth of knowledge in electrical and mechanical equipment
- Ability to understand control drawings
- Experience with Building Management systems
- Computer competency
- Ability to work in mechanical and confined spaces
- Appointees will be required to have a valid license to operate a motor vehicle in NYS or otherwise demonstrate their capacity to meet the transportation needs of the job

Physical Demands

Must be physically able to perform all the duties of this position as outlined in the Position Summary. Bending, twisting, ability to lift 50 pounds, climb ladders, access equipment located on mezzanines, catwalks, basements and crawlspaces. Ability to work off ladders, scaffolding, in confined spaces and/or where air monitoring may be required. Work in loud/noisy dusty/dirty environments. Work with or around high-pressure steam, high-voltage electrical systems and rotating equipment.

Salary Range

\$42,641

Special Instructions Summary

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Is a background check required for this posting?

Yes

Contact Information

Contact's Name: CARL KIRCHGRABER

Contact's Pronouns:

Contact's Title: Maintenance Supervisor 3

Contact's Email: ck72@buffalo.edu

Contact's Phone: 716-264-3348

Posting Dates

Posted: 06/04/2025

Deadline for Applicants: 06/18/2025

Date to be filled: 06/19/2025

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Contact Information

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

Contact

N/A

University at Buffalo

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