

Facilities Maintenance Systems Analyst University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=263042>

Downloaded On: Sep. 26, 2025 2:18pm

Posted Sep. 26, 2025, set to expire Aug. 4, 2026

Job Title Facilities Maintenance Systems Analyst
Department Residential Facilities
Institution University at Buffalo
Buffalo, New York

Date Posted Sep. 26, 2025

Application Deadline 09/25/2026
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Facilities/Maintenance/Transportation

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Job Description

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Facilities Maintenance Systems Analyst

Position Information

Position Title: Facilities Maintenance Systems Analyst

Department: Residential Facilities

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59287>

Job Type: Full-Time

Posting Detail Information

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Position Summary

Campus Living is accepting applications for the Facilities Maintenance Systems Analyst. In this role, you will be responsible for managing, optimizing, and supporting the TMA Computerized Maintenance Management System (CMMS) for university residence halls and apartments serving 8,000 residential students.

As the Facilities Maintenance Systems Analyst, you will ensure effective tracking of maintenance requests, preventive maintenance planning, asset management, and reporting to enhance operational efficiency. The position collaborates closely with housing facilities staff, finance, inventory, purchasing, residence life administrators, IT teams, and external vendors to maintain a high standard of service for students and residents.

Your responsibilities include:

- Serve as the primary functional administrator for the TMA Work Order System and coordinate with IT and TMA support to optimize system efficiency
- Oversee the creation, assignment, tracking, and closure of all maintenance work orders for residence halls and apartments; maintain and create process efficiency
- Provide user support and training to staff, housing administrators, student employees and Residential Life personnel on effective use of the TMA system
- Data management, reporting and strategic planning
- Collaborate with university leadership to align facilities operations with student needs and institutional goals.
- Research and recommend additional offerings within TMA to help streamline business processes.

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.

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- Being a part of the [University at Buffalo community](#)

About Student Life

Student Life is dedicated to creating a student-centered environment that fosters engagement, well-being, and success. Guided by four strategic priorities-student engagement, health and wellness, personalized support, and advancing diversity, equity, inclusion, and justice-we provide transformative experiences that empower students to grow, lead, and thrive. As a member of Student Life, you'll join a team of passionate professionals united by shared values and a commitment to student success. We think big, act boldly, and pursue excellence with purpose. Together, we build inclusive communities, champion discovery, and celebrate the achievements that shape the UB experience.

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 [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.

Minimum Qualifications

- Bachelors degree with 2 years of experience **or** masters degree or professional certification
- A degree in Facilities Management, Business Administration, Information Systems, or a related field
- Experience managing a work order system.
- Experience managing maintenance operations for large-scale residential facilities (8,000+ students).
- Strong understanding of preventive maintenance, asset management, and work order lifecycle management.
- Strong analytical skills for data-driven decision-making and reporting.
- Excellent communication skills for training and supporting a diverse group of users, including maintenance staff, housing administrators, and student employees.

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Preferred Qualifications

- Prior experience working in MRP or ERP.
- Prior experience in operations management, university housing, student affairs, or large-scale residential facility management.
- Proficiency in system configuration, reporting, and troubleshooting TMA system
- Experience in a higher education housing or facilities environment.
- Prior experience with TMA.
- Knowledge of inventory control, asset management, and financial tracking within TMA.
- Familiarity with SQL queries, API integrations, and custom reporting within TMA.

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Physical Demands

Salary Range

\$57,898 - \$65,000

Special Instructions Summary

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Gary Thompson

Contact's Pronouns:

Contact's Title: Director, Housing Operations

Contact's Email: gt24@buffalo.edu

Contact's Phone: 716-645-3078

Posting Dates

Posted: 09/25/2025

Deadline for Applicants:

Date to be filled: 12/04/2025

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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