

**Maintenance Assistant
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=268162>

Downloaded On: Nov. 11, 2025 3:14pm

Posted Nov. 11, 2025, set to expire Nov. 24, 2025

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

Date Posted Nov. 11, 2025

Application Deadline 11/24/2025
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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Maintenance Assistant

Position Information

Position Title: Maintenance Assistant

Department: Campus Operations

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59913>

Job Type: Full-Time

Posting Detail Information

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Position Summary

This position is located within the Mechanical Equipment Shop of the Facilities Operations Department at the University. The incumbent of this position will be responsible for assisting journey level staff in performing routine installation and repair tasks, repetitive semi-skilled maintenance, installation and repair tasks in one or in a combination of: mechanical, building construction, motor equipment, carpentry and electrical trades.

The responsibilities include but are not limited to the following:

- Perform various mechanical tasks from changing pumps, bearings, motors, and compressors. Able to weld fabricate and machine parts as need to complete repairs and other related mechanical parts as needed.
- Assist journey level refrigeration mechanic with diagnosis, rebuild of compressors, vacuum systems, controls, evaporators, thermal expansion valves, condensers and fans.
- Function as a lead worker over Facilities Operations Assistant 1 personnel.
- Perform ongoing maintenance, small repairs and improvement projects.
- Perform semi-skilled carpentry and plumbing duties, including the installation and maintenance of plumbing fixtures, building walls, ceilings, cabinets, doors, windows, flooring and insulation.
- Have a working knowledge of maintenance and repair methods, materials and tools.
- Safely use hand and power tools.
- Working from ladders, scaffolds and in confined spaces.

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 Americas 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

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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.

Minimum Qualifications

The candidate must have two years of full-time experience in maintenance or mechanical work under the supervision of a skilled trades person; OR 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

- Must be a quick learner and exhibit self-motivational skills
- Adequate ability to understand specialty plumbing, mechanical, electrical and building systems
- Strong team mentality
- Willing to earn technical certifications, relevant training, or other documentation that illustrates depth in this trade
- Understand and execute safe work practices and procedures
- Demonstrate applicable institutional knowledge and practices of the campuses and its

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operation

Physical Demands

Candidate will be working near electrical equipment, gas-fired equipment, pressure vessels, and other equipment and in conditions that could potentially be hazardous if industry best-practices and safety procedures are not followed. The successful candidate is required to have confidence in their own abilities and be able to work safely and proficiently on this equipment and in this environment, at any time of day or day or week.

Bending, twisting, ability to lift/transport/carry 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. Candidate must be able to stand, walk, lift, carry, reach, push and pulling of material and equipment and must be able to perform the physical demands of the position as outlined in the Position Summary.

Salary Range

\$42,641

Special Instructions Summary

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Michael O'Neill

Contact's Pronouns: he, him, his

Contact's Title:

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Maintenance Supervisor 1

Contact's Email: mjoneill@buffalo.edu

Contact's Phone: 716-468-2569

Posting Dates

Posted: 11/10/2025

Deadline for Applicants:

Date to be filled:

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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