

Maintenance Assistant, Campus Operations
University at Buffalo, The State University of New York

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Posted Nov. 2, 2023, set to expire Aug. 4, 2024

Job Title	Maintenance Assistant, Campus Operations
Department	Campus Operations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 2, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Job Website	https://www.ubjobs.buffalo.edu/postings/46290

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Job Description

This is a first-line **Maintenance Assistant** 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 consist of the building automation direct digital controllers, air handlers, VAV boxes, fin 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.

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- 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

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 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](#).

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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