

Position Description

Title:	Resident Hall Handy Person
Department:	Office of Facilities and Campus Safety
Reports to:	Director of Facilities and Campus Safety
Internal Contacts:	Dorm Residents and Staff
External Contacts:	Vendors, Contractors, City Agencies, and others as needed
Employment Status:	Full-time; non-exempt

Domains:

- Perform minor carpentry, electrical, and plumbing troubleshooting and repair, helping to ensure the building is kept clean, safe, and properly functioning.
- Assist with day-to-day operation of central plant systems, including cooling towers, boilers, pumps, HVAC systems and controls, fire alarm and sprinkler systems, elevators, and other critical equipment.
- Knowledge of BMS (preferably Johnson Controls Metasys system), HVAC systems, fire and life safety systems, plumbing and electrical systems and controls.
- Maintain all keyed and electronic door and door hardware systems.
- Assist with garbage, snow removal, and exterior cleaning when needed.
- Maintain an inventory of tools, supplies, and equipment, working with Facilities Office staff to order items as needed.
- Oversee contractors and representatives from other agencies when on site.
- Perform other duties as assigned.

Job Requirements:

- Associates Degree or 2+ years of equivalent experience.
- Minimum of 2 years of facilities and building system experience.
- Technical knowledge of building systems, contractual maintenance, construction, and related services desirable.
- Willingness to secure certifications (OSHA, FDNY, boiler, etc.) as requested in support of building systems.
- Knowledge of Federal, State, and Local laws, ordinances, and codes relating to the operation and safety of facilities.
- Working knowledge of Microsoft Office.
- Positive customer service and interpersonal skills; self-motivated; organized with good time management skills; and able to work under pressure.
- Certifications (boiler, fire alarm, fire director, standpipe, sprinkler) and Affiliations helpful.

Contact Information:

Send letter of application and résumé including three references to:

Rosalie Gambino
Building Manager
rgambino@msmny.edu

No phone calls, please.

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