

Job Opening

Job Posting: December 1, 2021

**Application Deadline: 30 days or
until position is filled**

JOB TITLE: Facility Manager

LOCATION: Buffalo, NY

DEPT: Erie Canal Harbor Development Corporation ("ECHDC")

BASIC FUNCTION: Primarily responsible, in conjunction with Senior Director of Facilities, for the formulation, development, and implementation of facilities planning, operations and maintenance, and capital maintenance activities and projects in furtherance of ECHDC efforts to revitalize Buffalo's Waterfront. Develops, manages, and/or coordinates various technical activities, including but not limited to operations and maintenance and other site-specific projects that would advance the Corporation's mission. Secondary responsibilities include implementation of construction activities and projects related to the primary responsibility.

At the discretion of the ECHDC President, this person shall also be responsible/available for augmenting ESD's Design and Construction Department capabilities in Western New York by providing technical support related to facilities planning, operations and maintenance, and capital maintenance activities and projects being undertaken through ESD's WNYRO and/or ESD's Niagara Falls subsidiary, the USA Niagara Development Corporation ("USAN").

WORK PERFORMED:

- Facility Management
 - Operate and maintain ECHDC property, including buildings and grounds, structures, utilities, equipment, and public spaces.
 - Manage the physical plant including equipment, refrigeration, mechanical, electrical, fire protection and plumbing systems, as well as site lighting, security and power.
 - Maintain inventory, organization and management of ECHDC-owned equipment and surplus materials, including annual inspections and preventative maintenance of equipment.
 - Ensure compliance with local, state and federal regulations, and ensure licenses, permits and certifications are current.
 - Perform basic plumbing, electrical, and mechanical repairs and seasonal maintenance.
 - Maintain Winter Ice/Rink Systems Management and approve vendor staffing related to Winter Ice management.
 - Serve as secondary technical liaison with City/State/federal agencies associated with waterfront development in the City of Buffalo, e.g. various City departments, State Parks capital/management personnel, Erie County planning and public works, NYSDOT, NYSDEC, NYSTA, NYSDOS, USACOE, US Coast Guard, etc.
- Procurement/Business Development
 - Assist Supervisor with the preparation of technical scopes of work for requests for qualifications ("RFQs"), requests for proposals ("RFPs"), and requests for expressions of interest ("RFELs"), RFQs, and RFPs for facilities management, operations and maintenance, and lease agreements on ECHDC-owned or controlled land/properties.
 - Assist Supervisor with procurement/management of consultants, contractors and/or vendors involved in facility operations and maintenance, capital maintenance and environmental investigations as they relate to ECHDC facilities and maintenance projects.
 - Serve as secondary liaison for any local, county, state, or federal reporting and/or permitting required for ECHDC facilities and maintenance projects.
- Project Management/Oversight.
 - For ECHDC-contracted and/or led projects provide oversight to facilities management, operations and maintenance agreements, and building/site leases.
 - Responsible for effective scheduling, staging, and supervision of projects.

- Responsible for trouble-shooting problems promptly briefing appropriate higher-level personnel when necessary to avoid escalation.
- Monitor and inspect work performed by contractors and/or vendors to ascertain that results conform with specifications.
- Miscellaneous Functions
 - Provide status reports on project schedules and all work in progress.
 - Ensure compliance with audits and permits, and safety and security procedures.
 - Review invoices.
- Assist with the preparation of ECHDC Board Materials.

EDUCATION & REQUIREMENTS:

Education Level required: Associates Degree in building management or facilities engineering; or civil, mechanical or electrical engineering; or completion of a NYS Department of Labor registered apprentice program for stationary engineers or plant maintenance; or a closely related equivalent degree or apprentice program.

Relevant experience required: At least ten (10) years' progressively responsible experience in a supervisory facilities management capacity or other positions where work involves the operation and maintenance of a building or plant.

Stationary Engineer's License: Possession of a valid 1st Class Stationary Engineer's License issued by the Board of Engineer's Examiners of the City of Buffalo. Must be current at time of submitting resume.

Valid NYS Driver's License.

Knowledge required:

- Thorough understanding of buildings, mechanical systems, and site infrastructure/utilities.
- Ability to read, review, and comment on preliminary/final design drawings, construction documents, and specifications for public infrastructure, capital improvement, and building projects.
- Strong written, graphic, and oral communication skills, including ability to prepare technical reports, summary briefings, and oral presentations to the ECHDC/ESD management and regulatory agencies.
- Ability to operate a personal computer or terminal using application programs.
- Physical condition commensurate with the demands of the position (i.e., perform work in indoor and outdoor conditions, lift/move/position objects up to 50 lbs., operate vehicles such as truck, gator, tractor, lift, etc.).
- Strong attention to detail, organizational and interpersonal skills, and takes initiative.

APPROXIMATE HIRING SALARY: \$82,000 (w/ comprehensive benefits package)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY

Sarah Allende – Human Resources Dept.

External Candidates: Send resume to resumes@esd.ny.gov, indicating job title & salary requirement in subject line

Internal Candidates: Complete [Posting Application](#) and attach a copy of resume