

**Albert Einstein College of Medicine of Yeshiva University
Operations and Maintenance Supervisor**

Job ID: 2011-4547

Campus: Einstein/Resnick - Bronx

Employee Classification: Exempt

Department: Plant Operation

Position Type: Regular Full- Time

ABOUT US:

Albert Einstein College of Medicine of Yeshiva University Einstein, one of the nation's premier institutions for medical education, basic research and clinical investigation, and proud home to more than 3,000 faculty and staff, 750 medical students and 350 PhD students, including 125 students in the combined MD/PhD programs. As a longstanding national leader in biomedical research, Einstein has 300+ research laboratories and has been awarded more than \$199 million in funding from the National Institutes of Health. Einstein offers challenging, exciting, and rewarding careers for highly talented individuals who are dedicated to advancing pioneering educational and research initiatives. We pride ourselves in our humanitarian mission of serving the community and promoting an academic and working culture that is both supportive and collaborative. At Einstein, science is truly at the heart of medicine.

Founded in 1886, Yeshiva University has a strong tradition of combining Jewish scholarship with academic excellence and achievement in the liberal arts, sciences, medicine, law, business, social work, Jewish studies, education and psychology. Since welcoming our first class in 1955, Einstein has been an integral part of Yeshiva University, an institution that offers rewarding and challenging employment opportunities to qualified candidates in a wide range of disciplines.

The University offers an excellent compensation package, and a broad range of employee benefit plans, including immediate participation and full vesting in the University's retirement plan. Staff members are typically eligible for four weeks paid vacation each year.

POSITION RESPONSIBILITIES:

The individual in this position will supervise the Operations & Maintenance Dept for the Resnick Campus. The supervisor will oversee three weekday shifts from 12am-8am, and Saturday, Sunday 8am-4pm.

The Supervisor will:

- Supervise Engineers/Maintenance staff during midnight/weekend shift.

- Review each building's mechanical systems and log book with Engineers and Maintenance personnel and set daily work priorities for personnel.
- Respond and follow up on all complaints and equipment problems.
- Oversee proper operation of building mechanical systems in relation to weather conditions, i.e. heating, A/C systems. Perform physical inspections of each building's equipment. Create a punchlist of repairs and equipment needed.
- Coordinate with trade supervisors to implement repairs. Ensure that materials for repairs are available and ordered in a timely manner. Oversee contractors and ongoing projects.
- Oversee the start-up of various HVAC systems including the Block Pavilion/Price Center.
- Check water treatment systems and review chemical logs.
- Oversight of Building Management Systems. Operate and maintain Preventive Maintenance program, including schedules and developing system for computerized PM program.
- Collaborate with other members of the engineering team on new projects from conception to completion.
- Supervise monthly generator testing.

Job Requirements

Education and Experience

Bachelor's Degree in Mechanical Engineering or related major
5-7 years of related experience

Skills and Competencies

NYC Stationary Engineers License and NYC Refrigeration Engineers License is highly preferred
Strong written and verbal communication skills
Proficiency in Microsoft Office applications

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