



FACILITY MANAGER INTERNSHIP

The **Niagara Frontier Transportation Authority** is a public authority serving Erie and Niagara counties. The NFTA employs 1,500 individuals and owns and operates the **Buffalo Niagara International Airport and the Niagara Falls International Airport** as well as **Erie County's public transportation system, Metro Bus and Rail**.

The purpose of the seasonal, paid Facility Manager Internship Program at the NFTA is to provide qualified students with practical and valuable project-based learning experiences within their related field of study. All tasks completed within the internship program are aligned with the program's guidelines and fall under the overall objectives of NFTA's Engineering Department.

Title: Intern, Facility Manager, Property Department
Hours Per Week: 20-40
Days: TBD, based on availability*
Office Location: Metropolitan Transportation Center, 181 Ellicott Street, and at various NFTA facilities.

GENERAL STATEMENT OF DUTIES

This position is responsible for supporting the daily job duties of the Facility Managers. Work is performed under the supervision of the Manager of Facilities and Property and is evaluated through observation, conferences and reports.

ESSENTIAL FUNCTIONS

This position aids the Facility Managers with operation and maintenance of NFTA facilities and grounds. Essential functions include but not limited to:

- Review building equipment manufacture preventive maintenance requirements & recommendations
- Create building equipment (HVAC, plumbing & electrical) preventative maintenance plans and workorders and enter them into the NFTA's enterprise system
- Track status and schedules of maintenance contractors
- Track status and schedules of small capital projects
- Track status and schedules of NYS Uniform Code - Fire Safety Inspections as well as the corrective measures
- Create and track daily and seasonal facility cleaning schedules

KNOWLEDGE, SKILLS AND ABILITIES

Familiar with (and/or a drive to learn) reading building HVAC, plumbing and electrical plans and specifications. Ability to monitor contractors to ensure compliance scope. Verbal and written communication skills are a must. Ability to perform basic mathematical calculations; understand and carry out oral and written instructions and work safely are required. Familiarity with operating a building management system is a plus.

MINIMUM QUALIFICATIONS

Candidates must be at least 18 years of age and actively pursuing (a) a two-year Associates Degree in Building Management and Maintenance OR (b) a four-year Bachelor's Degree in Facility Management. A high level of organization, attention to detail and self-motivation is necessary. Must have reliable transportation.

PHYSICAL REQUIREMENTS

Accomplishing work requires the ability to work both outside and indoors. Tasks involve the intermittent performance of physically demanding work typically involving descending pits, climbing ladders and walking on roofs and may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

ENVIRONMENTAL REQUIREMENTS: Work is typically performed in office and light industrial buildings with rare exposure to outdoors and disagreeable environmental factors.

TO APPLY:

To apply for this internship please submit the following as indicated:

- Resume with cover letter including related experience as well as **a writing sample**.
- *Include work availability Monday through Friday between the hours of 8 a.m. – 4 p.m.
- Completed employment application available at jobs.nfta.com to:

Niagara Frontier Transportation Authority
Attn: Human Resources
181 Ellicott Street
Buffalo, NY 14203

Niagara Frontier Transportation Authority is an Equal Opportunity Employer