



## Facilities Manager– Staff - California Northstate University, Elk Grove, California, USA

**POSITION TITLE:** Facilities Manager

**REPORTS TO:** Vice President of Operations

**WORK SCHEDULE:** 1.0 FTE, full time, Exempt \$22.00/hr

**CLOSING DATE:** Open until filled

**SUMMARY:** The Facilities Manager serves visitors by greeting, welcoming, and directing them appropriately; notifies company personnel of visitor arrival; maintains security and telecommunications system. The Receptionist/Facility Assistant will be responsible for providing general office support with a variety of clerical activities and related tasks including mail distribution and flow of correspondence. As the first point of contact for the University, the expectation is to provide a friendly and welcoming atmosphere for all of our guests while maintaining efficiency.

### ESSENTIAL FUNCTIONS:

- Coordinating and managing facilities projects including preventive, scheduled, and emergency maintenance, cleaning, repair, and renovation of buildings, mechanical systems, physical plant, grounds, and related areas.
- Oversees all facets of the facilities unit, ensuring compliance with CNU, state, and federal policies, procedures, regulations and laws.
- Develops and assists with the development and implementation of policies and procedures consistent with those of the organization to ensure efficient and safe operation of the facilities unit.
- Oversees activities of contractors, vendor personnel, and suppliers; Monitors contracts for compliance and controls costs; monitors general expenditures of unit; performs quality control inspections to ensure adherence to contract specifications and industry standards.
- Maintains compliance with departmental security, audit procedures, and university policy.
- Assists in facility and space usage planning; advises administration on the application of institutional policy, regulations, and standards relating to the management of physical resources.
- Performs quality control inspections to ensure adherence to contract specifications and industry standards.
- Develops and implements systems and processes to establish and maintain records for the operating unit.
- Develops and maintains emergency/disaster preparedness and recovery plans.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.

- Enforce campus policies
- Report all pertinent information/issues to supervisor immediately
- Responsible for facility problems-maintain and complete work orders for employees that are experiencing problems
- Ensure facility is properly secured each evening to safeguard from theft and vandalism
- Assist Executive Management, Managers, and other staff as needed
- Assist in operations functions
- Performs miscellaneous job-related duties as assigned.

**MINIMUM QUALIFICATIONS:**

<b>EXPERIENCE:</b>	Required:	2 years facility management; maintenance technician experience, customer service experience. Experience working in a facilities manager position.
	Preferred:	Experience working in a college setting.

Applications will be reviewed upon receipt. For full consideration, candidates should provide resume with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, resume, list of references, and any additional information to [hr@cnsu.edu](mailto:hr@cnsu.edu) . Review of applicants will begin immediately and will continue until position is filled.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.