



Facilities Technician– Staff - California Northstate University, Elk Grove and Rancho Cordova, California, USA

POSITION TITLE: Facilities Technician

REPORTS TO: Vice President of Operations

WORK SCHEDULE: 1.0 FTE, full time, Non-Exempt \$18.00/hr- Will have a schedule designed to work between our Elk Grove and Rancho Cordova campuses

CLOSING DATE: Open until filled

ESSENTIAL FUNCTIONS:

- Assisting with facilities projects including preventive, scheduled, and emergency maintenance, cleaning, repair, and renovation of buildings, mechanical systems, physical plant, grounds, and related areas.
- Ensures compliance with CNU, state, and federal policies, procedures, regulations and laws.
- 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; 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.
- 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
- Move tables, chairs, and other office equipment or furniture as assigned.

- Performs miscellaneous job-related duties as assigned.

MINIMUM QUALIFICATIONS:

EXPERIENCE: Required: 2 years facilities maintenance technician experience, customer service experience. 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. 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.