



CALIFORNIA
NORTHSTATE
UNIVERSITY

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

POSITION TITLE:	Facilities Technician
REPORTS TO:	Assistant Vice President of Operations
WORK SCHEDULE:	M-F, 1.0 FTE, full time, non-exempt
RATE OF PAY:	\$22-26/hr
CLOSING DATE:	Open until filled

SUMMARY: The Facility Technician works to keep the facilities in good repair while following CNU policy and procedures and upholding CNU's core directives. They are expected to be self-motivated, and able to work independently with little supervision. The facilities technician should be knowledgeable in building systems repair, and be able to work seamlessly with vendors, students, and staff. Basic knowledge of hand tools and power tools is a necessity.

ESSENTIAL KNOWLEDGE AND SKILLS

- Knowledge of safety protocols
- Understanding of HVAC, plumbing, electrical, landscaping, security, and mechanical systems
- Understanding of routine and preventive maintenance scheduling and inspections
- General construction, carpentry, and building structure knowledge
- Capacity to read and interpret blueprints, technical drawings, and schematics to understand equipment and building layout
- Skill in using, maintaining, and troubleshooting various hand and power tools
- Attention to detail and good time management
- Communication, teamwork, and problem solving

ESSENTIAL FUNCTIONS:

- General safety checks
- Minor plumbing repairs
- Minor electrical repairs
- Working with HVAC control systems
- Patch, paint walls and some carpentry work
- Assisting students, faculty and staff with miscellaneous concerns and needs
- Installation of wall mount equipment
- Working with vendors daily
- Troubleshoot building systems
- Repair or replace lock cylinders, door handles, and door closers
- Find replacement parts from vendors and create PO's

- Basic computer skills
- Move furniture
- Utilize ticketing systems
- Maintain building alarms, access controls and camera systems
- Fire extinguisher inspections
- Generator testing
- Knowledge of Irrigation systems and landscaping
- Parking lot repairs and striping
- Ceiling tile replacement
- Set up and tear down for events
- Carpet repair
- Receiving and cataloging incoming shipments
- Inventory
- Power washing and roof repairs
- Performs miscellaneous job-related duties as assigned

MINIMUM QUALIFICATIONS:

EDUCATION Required: High school diploma or GED

EXPERIENCE: Required: 2 years building maintenance, facilities technician, or construction experience.

Preferred: Experience working in a college setting.

5 years building maintenance experience.

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 the position is filled.

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