

WORKING TITLE	Facilities Manager
PAYROLL CLASSIFICATION	Administrator II (N1132)
DEPARTMENT	CSULB Research Foundation Property Management
STATUS	Full-time, Benefitted, Exempt
POSTING DATE	November 21, 2024
POSITION NUMBER	2687

OVERVIEW

Reporting to the Director of Facilities Operations and Sustainability, the Facilities Manager will independently perform a wide variety of building and property maintenance activities for the Research Foundation building and other assigned properties as required. The incumbent will primarily manage facility needs at the Research Foundation building while also reporting to the broader Student Auxiliary Enterprises division. This division includes the Associated Students and Beach Shops facilities, where the incumbent will occasionally need to support facilities across these areas. The role requires collaboration with various maintenance staff as needed, encompassing parts of the university's auxiliary organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Work assignments typically include, but are not limited to:

- Conducting building repairs and general maintenance activities which may involve plumbing, carpentry, heating, ventilation, and air conditioning (HVAC) and/or electrical;
- Providing technical support for the Research Foundation building and parking control systems;
- Maintaining the safety and security of the building;
- Responding to off-hours and weekend emergencies and urgent issues;
- Overseeing emergency operations;
- Coordinating and supervising janitorial and grounds keeping services;
- Supervising and directing the Building Engineer and parking support positions;
- Negotiating, managing and supervising contract work;
- Responsible for development of the department budget and all related expenditures and purchases;
- Coordinating with accounting to ensure proper invoicing;
- Overseeing Research Foundation parking operations;
- Apprising the COO and Director of Facilities Operations and Sustainability of issues and the status of operations, as necessary;
- Creating strategic plans, including setting targets for milestones and adhering to project deadlines;
- Making effective decisions when presented with multiple options for how to progress with the project;
- Serving as a point of contact for teams for multiple facilities projects to ensure team actions remain in synergy;
- Communicating with executives or the board to keep the project aligned with their goals;
- Performing quality control on the project throughout development to maintain the standards expected;
- Negotiating and managing facility service and supply contracts;
- Implementing energy-saving measures;

- Facilitating communication across departments;
- Establishing preventative maintenance schedules;
- Other duties as assigned. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

EDUCATION, SKILLS AND ABILITIES

- Bachelor's degree in Business Administration, Facilities Management or related field preferred, or equivalent experience of five (5) years or more at a supervisory level in the maintenance and repair of buildings/facilities and HVAC systems:
- Minimum three (3) to five (5) years working experience as a building maintenance technician;
- Experience and specialized knowledge (including certifications, if applicable) is required for automated HVAC building control systems, HID card access system, first aid, CPR, defibrillator use and operation, plumbing, electrical, fire/life safety systems and basic locksmith operations;
- Knowledge of the safe use of various tools used in repair maintenance and repair work;
- Working knowledge of building and fire codes;
- Working knowledge and experience with maintenance management computer hardware and software programs;
- Ability to lift at minimum 50 lbs., required;
- Must be flexible and customer service oriented;
- Possess excellent organizational skills;
- Strong understanding of building maintenance trades;
- General understanding of building custodial and grounds operations;
- Ability to exercise sound time management skills and work proactively to mitigate delays, legal issues, budget issues and other complications that may jeopardize a project or departmental goals;
- Strong and effective communication skills (both oral and written);
- Ability to prioritize work;
- Must have a valid California Driver's License and automobile insurance;
- Must be able to successfully complete CSULB's Defensive Driver training course within six (6) months of initial appointment and regularly thereafter; and
- Ability to effectively supervise the work of others.

Must be able to accept constructive criticism, prioritize workload, be dependable, behave professionally and interact positively with others. Regular, punctual attendance required. This position is employed through the CSULB Research Foundation. Employment is at-will.

POST OFFER BACKGROUND CHECK REQUIREMENT

A post offer background check (criminal records check) must be completed, and the individual cleared, before they can start work with the CSULB Research Foundation. No information will be required prior to the offer of employment. Once an offer of employment is made, failure to complete the background check and receive clearance may affect the application status of a new hire individual and/or the continued employment of a current CSULB Research Foundation employee who has applied for/moved into a new position. Individuals working with minor children and/or the elderly are required to successfully clear live scan fingerprinting prior to starting work and then subsequently be cleared every twelve (12) months. Information obtained through the background check/live scan fingerprinting does not automatically disqualify an individual from employment.

COMPENSATION RANGE: \$4,416.96 per pay period (24 pay periods per year)

FILING DEADLINE: Open Until Filled

NOTE: In order to be considered for this position, please submit the required information as soon as possible. The hiring committee will review applications, interview qualified candidates and close the position anytime on or after two (2)

weeks from the posting date listed above. Removal of a position from our website is indication that the position has been filled.

APPLICANT PROCEDURE

Interested individuals should forward their cover letter, resume, and completed employment application referencing position number to the CSULB Research Foundation Human Resources Department in one of the following ways:

- By Mail/Delivery: 6300 State University Drive, Suite 332, Long Beach, CA 90815
- By Confidential HR Fax: 562. 985.1726
- By E-mail: FND-HR@CSULB.EDU (put Job# in the Subject line)

A separate application is necessary for each employment opportunity posting. The employment Application can be found alphabetically on our website at <https://www.csulb.edu/research-foundation>, under the Forms, then the Human Resources tab. It is the responsibility of the applicant to clarify on their application their ability to perform the job for which they are applying. Individuals requiring a reasonable accommodation in order to apply for this position should provide necessary information to the Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Director of Human Resources at the time of invitation, of any requirements for a reasonable accommodation.

NOTICE

The CSULB Research Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, age, disability (mental and physical, including HIV and AIDS), ancestry, medical condition (cancer/genetic characteristics), denial of family and medical care leave, denial of pregnancy disability leave or reasonable accommodation or veteran's status (including Vietnam-era veterans) as required by other federal/state non-discrimination statutes, related administrative regulations and executive orders. Individuals selected for employment must provide proof of identity and employment eligibility as prescribed in Title 8, United States Code, and Section 132A. We are an Equal Opportunity, Affirmative Action, and Title IX Employer. The CSULB Research Foundation is a 501 (c) (3) corporation that exists solely to support and advance the mission of CSULB. Employment with the CSULB Research Foundation rests solely with the CSULB Research Foundation and provides no rights or benefits of employment or any other kind, with any other organization. This includes but is not limited to: California State University Long Beach, the State of California, or the sponsoring agencies of any programs administered by the CSULB Research Foundation.

Please read and complete voluntary Applicant Affirmative Action Information Form below. Submit completed form with your resume and employment application to:

CSULB Research Foundation, Human Resources

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- By Confidential HR Fax: 562. 985.1726
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APPLICANT AFFIRMATIVE ACTION INFORMATION FORM

VOLUNTARY

Thank you for your interest in employment with our Company. The following questions about your race and gender and Protected Veteran status are included only because of government regulations. As an Equal Opportunity Employer, the Company does not use this information in its employment decisions, so whether or not you return this form has no effect on your application. To the extent we are a government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, we comply with requirements to take affirmative action regarding the employment of, and advancement in employment of, qualified Protected Veterans (disabled veterans, active duty wartime or campaign badge veterans, Armed Forces service medal veterans, and recently separated veterans). If you come within any of those categories, and would like to be included in our affirmative action program, you may tell us now or at any time in the future. We also invite you to tell us now, or at any time in the future, about any reasonable accommodations that you believe we could make which would better enable you to perform the essential functions of the job properly and safely. Submitting this information is **voluntary**. Providing it or declining to provide it will not affect your application or employment in any way. If you choose to submit the information, it will be kept confidential to the extent provided by law.

Name: _____

Date of application: _____

Position(s) applied for: _____

Gender: Male Female

Race/ethnic background (select one only):

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| Hispanic/Latino | Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. |
| White | Persons having origins in any of the original peoples of Europe, the Middle East or North Africa. |
| Black/African American | Persons having origins in any of the black racial groups of Africa. |
| Asian | Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. |
| Native Hawaiian/Other Pacific Islander | Persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
| American Indian/Alaska Native | Persons having origins in any of the original peoples of North and South America, (including Central America), and who maintain tribal affiliation or community attachment. |
| Two or more Races | Non-Hispanic persons who identify with more than one of the following five races: (1) White, (2) Black, (3) Asian, (4) Native Hawaiian/Other Pacific Islander, (5) American Indian/Alaska Native. |

VETERAN STATUS

a. Status: Select one of the following

I identify as one or more of the classifications of Protected Veteran listed below.

I identify as a veteran, just not a Protected Veteran.

I am not a veteran.

I do not wish to self-identify.

b. Protected Veterans are described as:

Disabled Veteran

Veteran entitled to VA-administered disability compensation for, or discharged from active duty because of, a service-connected disability, or who would be so entitled but for receipt of military retired pay.

Active Duty Wartime or Campaign Badge Veteran

Veteran who served on active duty during a war or a campaign or expedition for which a campaign badge has been authorized. List of eligible campaigns can be found at <http://www.opm.gov/staffingportal/vgmed-al2.asp>.

Armed Forces Service Medal Veteran

Veteran who, while on active duty, participated in a military operation for which an Armed Forces Service Medal was awarded pursuant to Exec. Order No. 12985.

Recently Separated Veteran

Veteran who served on active duty and was discharged or released from active duty within the last three years.

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CSULB Research Foundation, Human Resources

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