

WORKING TITLE	Facilities Maintenance Technician
PAYROLL CLASSIFICATION	Building Maintenance Technician II (N2252)
DEPARTMENT	Research Foundation Property Management
STATUS	Full Time, Benefitted, Non-Exempt
POSTING DATE	April 3, 2025
POSITION NUMBER	2698

OVERVIEW

Under the direction of the Facilities Manager, the Facilities Maintenance Technician is responsible for assisting in the operation and maintenance of all mechanical, electrical, plumbing, and fire/life safety equipment. The role ensures the highest quality of service, maintenance, and the safe operation of all equipment and the facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Preventative Maintenance:

- Inspect, test, and maintain building facilities/equipment according to manufacturer's recommendations and organizational policy.
- Execute preventive maintenance work orders in a timely and cost-effective manner.
- Inspect all building systems and make recommendations on needed repairs.
- Maintain Material Safety Data Sheet (MSDS) information on all products to ensure appropriate safety precautions.
- Perform quality checks on HVAC, air conditioning, plumbing, and electrical systems.
- Keep documents of inspections and problems.

Unscheduled Maintenance:

- Respond to all emergency failures or calls/alarms.
- Troubleshoot and resolve problems with minimal downtime.
- Evaluate equipment histories and make recommendations for upgrades/replacements to avoid future failures.
- Maintain and repair restroom equipment, parking equipment, light fixtures, ceiling tiles, door hardware, air vents, and roof drains.
- Maintain equipment rooms and other building facilities.
- Maintain building signs (interior/exterior) and update as needed.
- Demonstrate working knowledge of safe and appropriate use of hand tools required for daily maintenance.

Contractors:

- Assist contractors with building access/connections to building systems during and/or after hours.
- Coordinate and assist building tenants/users with key requests.
- Supervise all building and/or tenant improvements/maintenance projects.
- Supervise construction/service contractors.

Administration:

- Research and prepare orders for supplies and equipment as needed.
- Maintain records of supplies and equipment and perform physical inventory as needed.
- Submit weekly/monthly operating reports, projects, and expenses.

- Log and categorize all preventative maintenance work orders.
- Track labor and materials used in the course of work.
- Assist in parking booth coverage when needed.
- Assist in training staff on procedures/documentation.
- Must be able to drive for the purpose of obtaining necessary job-related supplies and to perform duties both on and off campus, as needed. This position will be enrolled in the DMV Pull Program.
- Perform 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

- Minimum of three (3) years of experience in the maintenance and repair of buildings/facilities and HVAC systems.
- At least three (3) years of working experience as a building maintenance technician.
- Specialized knowledge (including certifications, if applicable) required for automated HVAC building control systems, HID card access system, plumbing, electrical, painting, fire/life safety systems, and basic locksmith operations.
- Good oral and written communication skills.
- Excellent customer service orientation and a flexible attitude.
- Ability to supervise the work of others.
- Ability to lift a minimum of fifty (50) pounds.
- Ability to work with staff, vendors, and building tenants on a variety of building-related projects.
- Work schedule flexibility required.
- Valid California Driver's License and automobile insurance.
- Successful completion of CSULB Defensive Driver's Training.
- Working knowledge of Microsoft Word and Excel and computerized building control systems.

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 (including a reference and 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 will be required to renew their live scan fingerprinting and be cleared every twelve (12) months. Information obtained through the background check does not automatically disqualify an individual from employment.

COMPENSATION RANGE: \$31.25 - \$33.66 per hour (\$2708.33 - \$ 2916.67 per pay period – 24 pays 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

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 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.