



**BUILDING MAINTENANCE ASSISTANT
DONALD P. AND KATHERINE B. LOKER STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS**

The Donald P. and Katherine B. Loker University Student Union, Inc. (LSU) is an auxiliary of California State University, Dominguez Hills and is a California 501(c)3 Not For Profit Corporation. The facility, totaling approximately 120,000 square feet, houses the University Bookstore, Campus Dining, and Associated Students, Inc., in addition to various meeting facilities, lounges and recreational space. As the hub of campus activity, the mission of the Student Union includes “providing cultural, social and recreational programming that supports the educational mission of the University” and “providing programs and services that enhance the quality of life” for members of the campus community.

POSITION DESCRIPTION

Workweek Class: Non-exempt, fulltime
Work Schedule: 40 hours per week, 11:00am – 8:00pm, Monday – Friday,
Occasional mornings, nights and weekends
State Classification Equivalent: Non-Comparable
Responsible to: Building Maintenance Supervisor, LSU

GENERAL STATEMENT:

The Building Maintenance Assistant is responsible for collaborating with the Building Maintenance Supervisor in proper operation and maintenance of the LSU and ensuring the safe and efficient functioning of the facility. Under general supervision, he/she performs general carpentry, plumbing, and electrical work on maintenance, repair and remodeling projects. The Building Maintenance Assistant constructs moderately complex projects such as interior walls, stages, cabinets and shelves. Repairs, maintains, and paints the following; walls, doors, windows, furniture, and flooring; maintains and repairs plumbing systems, including drains, valves, and hot/cold water service; performs electrical repairs, and maintains shop and work areas. He/she performs other duties as assigned, including coordination with University Physical Plant, procurement of parts and contract supervision as necessary. Typical duties in this category include:

TYPICAL DUTIES AND RESPONSIBILITIES:

Under general supervision of the Building Maintenance Supervisor, the incumbent will perform a variety of functions, including but not limited to the following:

| <u>% of Time</u> | <u>Description of Duties</u> |
|------------------|--|
| 35% | Preventative Maintenance -The Building Maintenance Assistant is responsible for executing and maintaining preventative maintenance systems for building equipment. This includes the use of computerized maintenance software to ensure preventive maintenance program objectives are met. Typical duties in this category include: Perform routine and long-term preventative maintenance on building systems to keep them at optimum operating levels. Assist in maintaining work order control process, maintain records and retrieve data related to work performed by using computerized record-keeping systems on facility. Collaborate with Building Maintenance Supervisor on routine inspections of the heating, air conditioning/ ventilation system, audiovisual equipment, electrical panels, plumbing, sewer and drainage systems. |
| 35% | Facility Maintenance and Repair -The Building Maintenance Assistant is responsible for inspecting maintaining and repairing building equipment and furnishings within the Student Union. Ensure daily operation of building systems. Perform preventative maintenance as outlined in preventive maintenance software. Inspect, maintain, and repair plumbing, heating, water and sewer systems. Perform skilled |



LOKER STUDENT UNION

electrical work on low voltage controls, HVAC, and elevator systems. Maintain and repair windows, doors, screens, shades, and drains; replace light bulbs and electrical fixtures interior and exterior to the building, paint and patch and perform light cement work. Perform a wide range of facility remodeling, renovation, and construction work. Assist with coordination of locksmith and key functions such as, door re-keying, repair of hardware, installation of disabled operators, lock installation and change orders with University Locksmith.

15% **Safety** – The Building Maintenance Assistant is responsible for ensuring a safe work environment and ensuring the safety of the public using the facility. Typical duties in this category include identifying, reporting and correcting safety hazards. Conduct building safety inspections and training programs including fire safety equipment. Ensure first aid and emergency preparedness supplies are current and adequate for the emergency response for the facility. Ensure a safe work site when conducting repairs or maintenance. Collaborate with campus safety officer, attend safety meetings, support building warden, and serve as floor warden as needed.

10% **Troubleshooting-** The Building Maintenance Assistant will assist in identifying the source of problems as they arise and make recommendations for resolution. Typical duties in this category include: Respond to problems that occur; inspect, diagnose and make emergency repairs to all equipment and furnishings within the facility. Use judgment and discretion in determining the methods and priorities of work orders and repairs.

Respond to service requests to adjust airflow, temperature and humidity balances for individual rooms and other areas in the building while optimizing energy usage. Work in collaboration with other campus departments as needed and consult with Physical Plant on equipment and services that connect to the campus infrastructure.

5% **Other Duties as Assigned-**Typical duties in this category include but are not limited to: Conduct occasional special projects and other duties as assigned; Serve on committees, attend training workshops, serve as a resource to food service and other tenants in the operation of equipment and building systems in their area, assist with selection, training and supervising of student assistants to perform routine custodial and maintenance work and be available on call for emergency situations in the building during morning, nights, weekends and on occasion holidays.

QUALIFICATIONS

Qualifications:

Knowledge-Working knowledge of specific methods, practices and tools related to facilities and systems maintenance and repair in areas such as plumbing, HVAC, electrical, carpentry, painting and mechanical systems; semi-skilled and basic skilled knowledge across multiple trades; general knowledge of applicable trade safety practices; working knowledge of building codes; and basic knowledge of electrical theory and mechanical principles.

Abilities- Must be able to interpret and work from blueprints, manuals, diagrams, and other instructional materials; collect, analyze, and evaluate data; perform data entry; analyze situations and take appropriate action during emergencies; plan work assignments and implement long-term program improvements; determine supply and material requirements; clearly express ideas both verbally and in writing; and perform manual labor with the ability to lift a minimum of 90 pounds. He/she must possess strong organizational skills and communication skills with the ability to work as a team player in an ethnically diverse and culturally pluralistic staff. The incumbent must be available for emergencies which may arise after regular work hours.



Education-The Building Maintenance Assistant will possess education requirements that are equivalent to a high school graduation; and vocation and or technical training in one or more trades related areas.

Experience-The Building Maintenance Assistant will possess a combination of experience and training equivalent to two years of general facilities, systems maintenance and repair. This may include journey level experience in operation, maintenance and repair of boiler, heating, ventilation, refrigeration and air conditioning equipment and systems or the equivalent combination of formal course work in mechanical technology and hands on experience.

Preferred Qualifications:

- Certification in Electrical and/or general trades related fields.
- Experience maintaining and operating a facility on a University campus.
- Experience working in a high traffic public facility.

WORK ENVIRONMENT

Employees in this position work indoors and outdoors. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regular public contact required. Some evening and evening work required. Must be able to lift 50 pounds of tools unassisted. Ability to handle multiple tasks, adhere to deadlines and work under pressure required.

CONDITIONS OF EMPLOYMENT

This is a non-exempt position with work hours based upon the duties and responsibilities, which need to be completed. This position is employed by the LSU and is subject to related personnel policies and procedures. Employment is on an at-will basis and can be terminated by either an employee or the LSU at any time with or without cause or advanced notice. Permanent status can neither be obtained nor granted.

A general background check (including criminal records check) must be completed satisfactorily before any candidate can be offered a position. Failure to complete the background check satisfactorily may affect the application status of applicants or continued employment of current LSU employees who apply for the position.

EQUAL EMPLOYMENT OPPORTUNITY

LSU is an Affirmative Action/Equal Opportunity Employer. Applicants for employment will be considered without regard to race, color, religion, ancestry, national origin, age, sex, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, disability, covered veteran status, or other status.

COMPENSATION

The position is non-exempt, full time. A complete benefits package is available upon hiring. The anticipated hiring range will be dependent upon qualifications and experience and will be as follows:

Annually: Minimum: \$39,880 Maximum: \$59,820

CLOSING DATE

The position will remain open until filled. Review of applications will begin on May 18, 2018.



APPLICATION PROCEDURE

Applications must be submitted for candidate consideration. They may be picked up at the administration office or accessed via the website at <http://lsucsudh.org/>. A resume may accompany the application but may not be substituted for an official application. Applications must be mailed or hand delivered to:

Loker University Student Union, Inc.
Attn: Building Maintenance Assistant Search Committee
California State University, Dominguez Hills
1000 E. Victoria St.
Carson, CA 90747

Note: The Loker University Student Union, Inc. hires only individuals lawfully authorized to work in the United States and is an Equal Opportunity Employer.