



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
**UNIVERSITY
STUDENT UNION**

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Office Hours:
Monday-Friday
8:00a.m.-5:00p.m.

The University-Student Union is an Affirmative Action/Equal Opportunity Employer. Applicants will be considered without regard to their race, color, religion, marital status, national origin, sex, age, pregnancy, sexual orientation, disability, military and veteran status, or other status protected by state or federal regulation within the limits imposed by law.

In order to be eligible for employment with the University-Student Union, a student assistant must be officially admitted to the University and must have at least a 2.0 G.P.A.

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

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

UNIVERSITY-STUDENT UNION
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
Job Description

Operations Coordinator (Maintenance Worker II)

Work week class: Non-exempt
Work schedule: 5/40 hours to be arranged Weekends/evenings: Required
Annual rate: \$41,353-\$58,175

General Statement:

The Operations Coordinator is responsible for performing day to day custodial and maintenance tasks in the University-Student Union (U-SU). The Operations Coordinator assists with U-SU building services tasks, programs/events, and committees as needed.

Responsible To: Assistant Director of Operations

Qualifications:

- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff required
- Bachelor's degree completed by employment start date required.
- Strong interpersonal, customer service, organizational, and communication skills required.
- Ability to maintain positive working relationships with tenants, staff and other employees required.
- Ability to analyze and solve problems, adapt to technologies and procedures with supervisory support required.
- General knowledge of methods, materials, chemicals, and equipment used in custodial work required.
- Knowledge of safety and sanitation measures appropriate for custodial work required.
- Basic maintenance skills required.
- Ability to lead the work of paraprofessional staff preferred.
- Experience with student union custodial or maintenance operations preferred.

Essential Duties:

- Recruits, trains, leads, and evaluates custodial student assistants
- Performs a variety of semi-skilled maintenance tasks ie: furnishings upkeep, floor maintenance, housekeeping, electrical, plumbing, HVAC, carpentry, and painting
- Develops and implements preventive maintenance and custodial programs.
- Orders and picks up materials and supplies.
- Monitors and reports issues with the Johnson Controls Energy Management System (HVAC).
- Assists in developing energy conservation and recycling projects.
- Assists supervisor in planning, coordinating, and monitoring custodial, maintenance, and major projects.
- Assists with vendor oversight.
- Assumes duties of the Assistant Director of Operations during his/her absence.
- Informs supervisor of unusual and/or emergency operating custodial and maintenance conditions, and provides written reports as needed.
- Adheres to standard safety practices.
- Communicates U-SU standards and feedback to the night-time contracted custodial company.
- Provides secondary assistance to all areas of operations as needed.
- Communicates all changes in policies and procedures to the custodial unit staff members.
- Enforces U-SU policies and regulations
- Performs on call for emergencies, nights and weekends.
- Performs other related duties as assigned.

Closing Date:

Review of applications will begin January 7th, 2019 and continue until the position is filled. A completed application, resume, and cover letter should be emailed to jobopenings@cslanet.calstatela.edu

Click here for link to application:

<https://www.calstatelaus.edu/usuforms/u-su/ProfessionalEmployment.pdf>