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.
- 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.
- 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.calstatelausu.org/usuform