OPENING FOR
ASSOCIATE DIRECTOR OF FACILITIES MANAGEMENT
ASI FACILITIES MANAGEMENT

ANTICIPATED HIRING RANGE: $51,251 - $55,095
Total Compensation Package= $78,636 - $82,902*
*based on health insurance coverage for employee +family

This is a full-time position that is eligible for benefits

THE POSITION

Under the general direction of the Director of Facilities Management, the Associate Director of Facilities Management is responsible for the cleaning and maintenance of ASI buildings and facilities. The Associate Director of Facilities Management serves in the capacity of the Director of Facilities Management, in his/her absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee operations and budgets of the Custodial and Maintenance Services departments
- Oversee upkeep and maintenance of all buildings and facilities systems, including HVAC, plumbing and electrical; buildings and facilities structures, fixtures and equipment through a documented computerized inspection process
- Oversee computerized Energy Management system; develop and plan energy conservation projects
- Supervise, recruit, train and evaluate Custodial Services Coordinator and Maintenance Services Coordinator
- Assist in the preparation, monitoring and adherence to approved budgets
- Develop, implement, and maintain a computerized preventative maintenance program
- Oversee maintenance and custodial computerized management systems
- Plan, prioritize and coordinate maintenance and repair projects
- Prepare administrative reports, project reports and project specifications
- Assist in the planning, development and preparation of bid specifications for department projects
- Assists in the development and monitoring of maintenance and custodial service agreements
- Oversee outside contractors and vendors
- Inspect and evaluate work performed by University Facilities Management and outside contractors
- Develop, implement and maintain the department Emergency Preparedness Program
- Inspect and evaluate work performed by University Facilities Management and outside contractors
- Inspect and evaluate work performed by University Facilities Management and outside contractors
- Serve as liaison with University Facilities Management and operations personnel
- Maintains and manages the computerized key inventory and building access systems
- Oversees and coordinate assessment in assigned areas of responsibility
- Serve as a member of the ASI Leadership Team
- Performs other duties as assigned

QUALIFICATIONS

- Master’s degree preferred and bachelor’s degree required
- Minimum five years of progressive management and supervisory experience in student union operations and/or facility management or university environment involving student activities and auxiliary organizations
- Experience in renovation and capital construction (minimum $5 million) required
- Knowledge of and skill in budgeting, fiscal management and staff supervision
- Demonstrated ability to achieve assigned objectives, within budget and desired time frame
- Ability to oversee projects and manage multiple priorities
• Demonstrated ability to work with an ethnically diverse and culturally pluralistic student population and campus community
• Knowledge of and commitment to student development; ability to motivate and work closely with students
• Ability to operate an office work station, utilizing word processing, spreadsheet and other software
• Ability to communicate clearly and concisely, both orally and in writing
• Ability to analyze and solve problems, draw valid conclusions and develop alternate recommendations

WORK ENVIRONMENT

Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination, and verbal communication; use of office equipment: telephones, calculator, copier and fax. Must be able to walk, stand, bend and lift up to 25 pounds.

POSITION SENSITIVITY

Based on the duties and responsibilities of this position, this position has been designated to be a sensitive position.

BACKGROUND CHECK

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with Associated Students, Inc., Cal Poly Pomona. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for this position.

APPLICATION PROCEDURE

Both an application and resume are required. A resume does not replace the information requested on the application form. Applications are available on the ASI Website and in the Human Resources Department.

Submit resume and application to: Associated Students, Inc.
Human Resources Department
3801 W. Temple Ave., Bldg 35
Pomona, CA 91768
Phone: (909) 869-3546
E-mail: asihr@cpp.edu

Position open until filled. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

ABOUT ASI

Established in 1963, Associated Students, Inc. (ASI) is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student representation at the campus and system-wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of Bronco Student Center programs and services, including the Bronco Fitness Center, as well as the Children's Center. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.

EOE

ASI is an Equal Opportunity Employer. Please notify the Human Resources Department for reasonable accommodation requests during the selection process.

MANDATED REPORTING REQUIREMENT

In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the CSU Executive Order 1083, each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.