



OPENING FOR
ASSOCIATE DIRECTOR OF FACILITIES MANAGEMENT
ASI Facilities Services

ANTICIPATED HIRING RANGE: \$62,000 - \$64,000
Total Compensation Package: \$91,262 - \$93,504
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

- Oversees operations and budgets of the Custodial and Maintenance Services departments
- Oversees 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
- Oversees computerized Energy Management system; develop and plan energy conservation projects
- Supervises, recruits, trains and evaluates Custodial Services Coordinator and Supervising Building Engineer
- Assists in the preparation, monitoring and adherence to approved budgets
- Develops, implements and maintains a computerized preventative maintenance program
- Oversees maintenance and custodial computerized management systems
- Plans, prioritizes and coordinates maintenance and repair projects
- Prepares administrative reports, project reports and project specifications
- Assists in the planning, development and preparation of bid specifications for department projects
- Assists in the development and monitoring of maintenance and custodial service agreements
- Oversees outside contractors and vendors
- Inspects and evaluates work performed by University Facilities Management and outside contractors
- Develops, implements and maintains the department Emergency Preparedness Program
- Oversees department safety program to include but not limited to, the emergency equipment and supplies, MSDS records, and Cal/OSHA and OSHA compliance standards
- Meets with all local and State inspectors and ensure compliance
- Serves as liaison with University Facilities Management and operations personnel
- Maintains and manages the computerized key inventory and building access systems
- Oversees and coordinates assessment in assigned areas of responsibility
- Develops and implement department policies and procedures
- Serves as a member of the ASI Leadership Team
- Performs other duties as assigned

QUALIFICATIONS

- Bachelor's degree, required
- Master's degree, preferred
- 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
- Ability to prioritize tasks, display initiative and remain flexible in a changing environment
- Demonstrated ability to work with a diverse 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 computer applications in use
- Ability to effectively communicate clearly and concisely, both orally and in writing
- Ability to interact effectively with customers, students, campus community members, vendors and the general public
- Exceptional interpersonal skills
- Ability to analyze and solve problems, draw valid conclusions and develop alternate recommendations
- Ability to satisfactorily complete a background check (including a criminal records check)

WORKING 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.

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, Incorporated (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 programs and services. 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.