



OPENING FOR
BUILDING SERVICES ENGINEER
ASI MAINTENANCE SERVICES

ANTICIPATED HIRING RANGE: **\$44,000 - \$46,000**
Anticipated Total Compensation Package with Benefits: \$72,316 - \$74,545
*based on health insurance coverage for employee + family

This is an hourly, non-exempt, full-time position that is eligible for [benefits](#).

THE POSITION

Under the general direction of the Supervising Building Services Engineer, the Building Services Engineer is responsible for assisting with the maintenance, repair, construction and renovation of general and preventive facilities work and HVAC, Mechanical and Swimming Pool systems for ASI buildings and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for performing maintenance and repair work on a wide range of heating, ventilating, plumbing, electrical, mechanical, air conditioning, swimming pool and water systems
- Assists with providing on-the-job training and instructions to staff
- Assists in ensuring the safety of occupants and building users, oversees emergency equipment, supplies, records, Cal/OSHA and OSHA standards
- Directs and/or leads one or more small groups or crews of skilled and semi-skilled workers
- Tests, adjusts and calibrates boiler and air conditioning machinery and mechanical, electrical, pneumatic and/or control instruments
- Tests and chemically treats boiler, condenser and cooling tower water and water from other systems
- Maintains, inspects, diagnoses and make repairs to water, refrigerant and air systems-related pneumatic controls
- Responsible for editing and adjusting room set point temperatures to optimize energy usage through the building automation system
- Responds to service requests to adjust air flow, temperature and humidity balances for individual rooms, building areas or buildings
- Maintains swimming pools and related equipment such as, but not limited to, solar water heating system, heat exchanger, filtration system and chemicals required for treating and conditioning pool water
- Assists with the management of the computerized maintenance management system for preventative work orders, corrective work orders, inventory control, pending work, reports and accounting for labor, materials and purchasing
- Performs a variety of skilled and semi-skilled maintenance and repair tasks, to include, but not limited to, electrical, plumbing, carpentry, painting, furnishing, fixtures and equipment
- Repairs and replaces bearings, shafts, seals, rings and electrical wiring and installs central system parts, gauges, valves and pipes
- Assists with oversight of outside contractors and other vendors
- Assists in the preparation of bid specifications for contractors and other related budgetary matters as directed
- Analyzes and responds appropriately to emergency situations
- Performs other duties as assigned

QUALIFICATIONS

- Ability to read, interpret and work from blueprints, plans, drawings and specifications
- Two years of experience in the operation, maintenance and repair of boiler, heating, ventilating and air conditioning equipment and systems or the equivalent combination of formal course work in mechanical technology and hands-on experience
- Knowledge of boilers, and heating, pneumatic, ventilating, air conditioning and other mechanical equipment
- Experience in using building automation systems

- Knowledge of methods, tools, materials, chemicals and equipment used in building repair/maintenance work (such as plumbing, electrical, carpentry)
- Ability to analyze situations and take effective action
- Ability to maintain cooperative working relationships with faculty, staff, students and off-campus organizations
- Ability to plan, organize and coordinate a variety of programs with the Maintenance Services area
- Ability to read and write at a level appropriate to effectively carry out the duties of the position
- Ability to effectively communicate clearly and concisely, both orally and in writing
- Ability to follow routine written and verbal instructions
- Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision
- Demonstrated ability to work with a diverse student population and campus community
- Ability to operate an office work station, utilizing word processing, spreadsheet and other computer applications in use
- 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, crawl, and climb and lift up to 50 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.