



OPENING FOR  
**BUILDING SERVICES ENGINEER**  
ASI Maintenance Services

ANTICIPATED HIRING RANGE: \$45,000 - \$50,000 annually

**This is an hourly, non-exempt, full-time position that is eligible for ASI's rich and comprehensive [benefit](#) package.**

**Work Schedule**

Two positions are available

One position will work **Thursday-Monday 2pm-11:00pm**

The other position will work **Monday – Friday 8am-5pm.**

Work hours are determined by operational needs; occasional weekends and morning hours required.  
Must be available for any emergency situations as determined by ASI and the University.

**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
- Assist in ensuring the safety of occupants and building users, oversees emergency equipment, supplies, records, Cal/OSHA and OSHA standards
- Direct and or lead one or more small groups or crews of skilled and semi-skilled workers
- Test, adjust, and calibrate boiler and air conditioning machinery and mechanical, electrical, pneumatic, and/or control instruments
- Test and chemically treat boiler, condenser, and cooling tower water and water from other systems
- Maintain, inspect, diagnose and make repairs to water, refrigerant, air systems related pneumatic controls
- Responsible for editing and adjusting room set point temperatures to optimize energy usage through the building automation system
- Respond 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
- Perform 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
- Repair and replace bearings, shafts, seals, rings and electrical wiring and install central system parts, gauges, valves and pipes
- Assists with oversight of outside contractors and other vendors as required
- Assist in the preparation of bid specifications for contractors and other related budgetary matters as directed
- Analyze and respond 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
- Ability to operate an office work station, utilizing word processing, spreadsheet and other software
- 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
- Demonstrated ability to work with an ethnically diverse and culturally pluralistic student population and campus community
- 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 communicate clearly and concisely, both orally and in writing
- Good physical condition; ability to meet lifting requirements up to 50 pound

## 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, crawl, and climb.

## POSITION SENSITIVITY

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

## BACKGROUND CHECK

A background check (including a criminal records check) must be completed satisfactorily before any candidate can begin employment 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. Indicate your shift availability in your cover letter and application.** 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) 979- 5546  
E-mail: [asihr@cpp.edu](mailto: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.

## **SYSTEMWIDE SMOKE AND TOBACCO FREE ENVIRONMENT EO 1108:**

Cal Poly Pomona is a smoke and tobacco-free campus. Please refer to the link below for policy information.  
<http://www.calstate.edu/EO/EO-1108.html>