



Facilities Manager– Staff - California Northstate University, Elk Grove, California, USA

POSITION TITLE:	Facilities Manager
REPORTS TO:	Vice President of Operations
WORK SCHEDULE:	1.0 FTE, full time, Exempt
CLOSING DATE:	Open until filled
SALARY RANGE:	\$75,000-\$90,000

SUMMARY: The Facilities Manager is responsible for the safety and security, all regulatory needs and concerns, and all maintenance of all buildings owned by the University. The Facilities Manager will also, in a professional manner, handle all external and internal concerns with the facilities as well as maintain good working relationships with all related external vendors. Strong organizational skills are required to acquire, track, and categorize large amounts of incoming data relevant to the facilities. The facilities manager will work closely with operations, legal, and accounting to ensure that all facility issues and needs are communicated, properly addressed, and in line with the University's mission and goals.

ESSENTIAL FUNCTIONS:

- Coordinating and managing facilities projects including preventive, scheduled, and emergency maintenance, cleaning, repair, and renovation of buildings, mechanical systems, physical plant, grounds, and related areas.
- Oversees all facets of the facilities unit, ensuring compliance with CNU, state, and federal policies, procedures, regulations, and laws.
- Develops and assists with the development and implementation of policies and procedures consistent with those of the organization to ensure efficient and safe operation of the facilities unit.
- Oversees activities of contractors, vendor personnel, and suppliers; Monitors contracts for compliance and controls costs; monitors general expenditures of the unit; performs quality control inspections to ensure adherence to contract specifications and industry standards.
- Maintains compliance with departmental security, audit procedures, and university policy.
- Assists in facility and space usage planning; advises the administration on the application of institutional policy, regulations, and standards relating to the management of physical resources.

- Performs quality control inspections to ensure adherence to contract specifications and industry standards.
- Develops and implements systems and processes to establish and maintain records for the operating unit.
- Develops and maintains emergency/disaster preparedness and recovery plans.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Enforce campus policies.
- Report all pertinent information/issues to the supervisor immediately.
- Responsible for facility problems-maintain and completing work orders for employees that are experiencing problems.
- Ensure the facility is properly secured each evening to safeguard it from theft and vandalism.
- Assist Executive Management, Managers, and other staff as needed.
- Assist in operations functions.
- Performs miscellaneous job-related duties as assigned.

MINIMUM QUALIFICATIONS:

EXPERIENCE: Required: High school diploma or GED, 2 years of facility management; maintenance technician experience, and customer service experience. Experience working in a facilities manager position.

Preferred: Experience working in a college setting.

Applications will be reviewed upon receipt. For full consideration, candidates should provide resumes with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, resume, list of references, and any additional information. Review of applicants will begin immediately and will continue until the position is filled.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.