



California State University, Stanislaus is pleased to announce the following position and invites nominations or applications.

Facilities Maintenance Manager

The Facilities Maintenance Manager is a full-time, 12 month, MPP (Management Personnel Plan) position and reports directly to the Director of Facilities Operations.

The Facilities Maintenance Manager works closely with the Director to plan organize and lead the Facilities Services building trades unit within Maintenance & Operations. Under general direction, the Facilities Maintenance Manager oversees the daily operations of assigned staff; supervises, assigns, and directs building maintenance activities; manages maintenance projects; assists in the formulation, development, interpretation, and implementation of policies, procedures, standards, and programs related to maintenance services; manages maintenance contracts including annual bid preparations, contractor walk-through, and evaluation of contractor productivity.

The Facilities Maintenance Manager also is responsible for the timely review of labor cards, producing work orders as needed, tracking job costs, ordering materials, scheduling future projects, and coordinating with other departments to facilitate completion of projects. The Facilities Maintenance Manager is responsible for coordinating and supervising emergency repair activities that may occur during or after normal working hours, assigning appropriate staffing or contracting for the necessary repairs.

In order to effectively carry out these tasks, the Facilities Maintenance Manager will interface with various individuals/departments on campus, as well as individuals at the Office of the Chancellor of the CSU, other campuses within the CSU, and external entities, agencies, and individuals, as appropriate.

Qualifications and Knowledge, Skills and Abilities:

The successful candidate will have a Bachelor's degree in a relevant field or a combination of education and experience, which includes coursework in facilities management, construction technology, building repair and maintenance, business administration, or related field. The successful candidate will have a minimum of 5 years of increasingly responsible experience in the maintenance and operations of a building(s) complex of 1 million gross square feet, including a minimum of 3 years of experience supervising a skilled and/or semi-skilled work force. The ideal candidate will also possess APPA EFP or CEFP Certification, ICC Building Inspector certification, OSHPD, or DSA Class 1.

The successful candidate must have the ability to use good judgement in the scope of assigned authority; communicate clearly and concisely, both orally and in writing; effectively analyze situations and develop appropriate course of action; must be able to develop effective and collaborative working relationships with subordinate staff, union representatives, fellow managers, and supervisors using principles of outstanding customer service.

Salary Range: Salary will be commensurate with education and experience. This is a 12-month, full-time, CSU Management Personnel Plan (MPP) position with an excellent benefits package. For detailed information on management benefits please refer to the following benefit web page:

<http://www.calstate.edu/hrs/benefits/documents/management-personnel-plan-mpp-benefits-summary.pdf>

Anticipated Starting Date and Application Procedure: The position will remain open until filled. Initial screening of candidates will begin the week of July 16, 2018. The successful candidate will be eligible to start in the position as soon as possible.

In addition to submitting a standard CSU Stanislaus employment application (download electronic application at http://www.csustan.edu/hr/employment_opportunities/management/index.html), applicants should submit a resume with a cover letter addressing qualifications, as well as names and contact information for five professional references using one of the following methods:

Email: vtaylor@csustan.edu	Mail: California State University, Stanislaus Attention: Human Resources One University Circle, MSR 320 Turlock, CA 95382	Fax: (209) 664-7011
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For questions, please call Mr. Tim Overgaauw at (209) 664-6626 or email vtaylor@csustan.edu.

THE UNIVERSITY: California State University, Stanislaus serves the San Joaquin Valley and is a critical educational resource for a six county region of approximately 1.5 million people. Widely recognized for its quality academic programs, the University has 10 nationally accredited programs and approximately 400 full-time faculty. Over eighty percent of full time faculty holds doctorates or terminal degrees in their fields. The University offers 41 undergraduate majors, 24 master's programs, 7 post-graduate credentials, and a doctorate in education serving 8,900 students. New instructional facilities have been built for the unique pedagogy of professional programs, laboratory sciences, and performing arts.

CSU Stanislaus continues to receive national recognition with its ranking as one of the best 373 colleges in the nation by The Princeton Review. The University was one of 12 public universities in the nation to be recognized by the American Association of State Colleges and Universities for demonstrating exceptional performance in retention and graduation rates. In addition, *U.S. News and World Report* ranks CSU Stanislaus as one of "The Top Public Universities-Master's" institutions in the West in its *America's Best Colleges* ratings. CSU Stanislaus also is recognized as a Hispanic-Serving Institution (HSI) by the U.S. Department of Education. Additional information is available at the University's Web site: www.csustan.edu.

Information contained in this announcement is subject to change with or without notice.

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at: http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Edit1.24.14.pdf.

Pursuant to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the Annual Security Report (ASR), is now available for viewing at <https://www.csustan.edu/annual-campus-security-report>. The ASR contains the current security and safety-related policy statements, emergency preparedness and evacuation information, crime prevention and sexual assault prevention information, and drug and alcohol prevention programming. The ASR also contains statistics of Clery Act crimes for Stanislaus State for the previous three years. A paper copy of the ASR is available upon request by contacting the Office of the Clery Director located at One University Circle, Turlock, CA 95382, or by calling 209-667-3572.

The university is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered veteran status, or any other protected status. All qualified individuals are encouraged to apply. CSU Stanislaus hires only individuals lawfully authorized to work in the United States. The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Satisfactory completion of a background check (which includes checks of employment records, education records, criminal records, civil records; and may include motor vehicle records, professional licenses, and sex offender registries, as position requires) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position. In addition, this position may be designated under the California State University's Conflict of Interest Code and, if so, will be subject to filing the Fair Political Practices Commission Form 700.

June 25, 2018