

<b>WORKING TITLE</b>	Facilities Maintenance Technician
<b>PAYROLL CLASSIFICATION</b>	Building Maintenance Technician II (N2252)
<b>DEPARTMENT</b>	Research Foundation Property Management
<b>STATUS</b>	Full Time, Benefitted, Non-Exempt
<b>POSTING DATE</b>	April 3, 2025
<b>POSITION NUMBER</b>	2698

## OVERVIEW

Under the direction of the Facilities Manager, the Facilities Maintenance Technician is responsible for assisting in the operation and maintenance of all mechanical, electrical, plumbing, and fire/life safety equipment. The role ensures the highest quality of service, maintenance, and the safe operation of all equipment and the facility.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Preventative Maintenance:

- Inspect, test, and maintain building facilities/equipment according to manufacturer's recommendations and organizational policy.
- Execute preventive maintenance work orders in a timely and cost-effective manner.
- Inspect all building systems and make recommendations on needed repairs.
- Maintain Material Safety Data Sheet (MSDS) information on all products to ensure appropriate safety precautions.
- Perform quality checks on HVAC, air conditioning, plumbing, and electrical systems.
- Keep documents of inspections and problems.

### Unscheduled Maintenance:

- Respond to all emergency failures or calls/alarms.
- Troubleshoot and resolve problems with minimal downtime.
- Evaluate equipment histories and make recommendations for upgrades/replacements to avoid future failures.
- Maintain and repair restroom equipment, parking equipment, light fixtures, ceiling tiles, door hardware, air vents, and roof drains.
- Maintain equipment rooms and other building facilities.
- Maintain building signs (interior/exterior) and update as needed.
- Demonstrate working knowledge of safe and appropriate use of hand tools required for daily maintenance.

### Contractors:

- Assist contractors with building access/connections to building systems during and/or after hours.
- Coordinate and assist building tenants/users with key requests.
- Supervise all building and/or tenant improvements/maintenance projects.
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- Log and categorize all preventative maintenance work orders.
- Track labor and materials used in the course of work.
- Assist in parking booth coverage when needed.
- Assist in training staff on procedures/documentation.
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- Perform other duties as assigned. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

## **EDUCATION, SKILLS AND ABILITIES**

- Minimum of three (3) years of experience in the maintenance and repair of buildings/facilities and HVAC systems.
- At least three (3) years of working experience as a building maintenance technician.
- Specialized knowledge (including certifications, if applicable) required for automated HVAC building control systems, HID card access system, plumbing, electrical, painting, fire/life safety systems, and basic locksmith operations.
- Good oral and written communication skills.
- Excellent customer service orientation and a flexible attitude.
- Ability to supervise the work of others.

## **APPLICANT PROCEDURE**

Interested individuals should forward their cover letter, resume, and completed employment application referencing position number to the CSULB Research Foundation Human Resources Department in one of the following ways:

- By Mail/Delivery: 6300 State University Drive, Suite 332, Long Beach, CA 90815
- By Confidential HR Fax: 562. 985.1726
- By [DocuSign](#) or E-mail: [FND-HRPAYROLL@CSULB.EDU](mailto:FND-HRPAYROLL@CSULB.EDU) (put Job# in the Subject line)

A separate application is necessary for each employment opportunity posting. The employment Application can be found alphabetically on our website at <https://www.csulb.edu/research-foundation>, under the Forms, then the Human Resources tab. It is the responsibility of the applicant to clarify on their application their ability to perform the job for which they are applying. Individuals requiring a reasonable accommodation in order to apply for this position should provide necessary information to the Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Director of Human Resources at the time of invitation, of any requirements for a reasonable accommodation.

## **NOTICE**

The CSULB Research Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, 8 ( s)-1.3 (thead2.3 (d)1.4 (is)-ab.3