POSITION: Facilities Specialist
Part-Time / Non-Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 537

LOCATION: Research Foundation Administration Office

ESSENTIAL JOB FUNCTIONS:
The schedule will vary from 10-20 hours per week. Under direct supervision of the Interim Executive Director, the candidate will perform a variety of “odd-jobs” and manual labor in support of the offices located at 25 and 35 Main Street. The employee will be asked to complete skilled and semi-skilled repairs, installations, maintenance, and safety procedures. The employee will assist the administration office with routine maintenance and facilities duties including:

- Spot painting, carpet cleaning, floor cleaning, glass cleaning, dusting, and cobweb removal
- Installation of blinds or other hardware and equipment
- Changing light bulbs
- Support administration office by liaising and monitoring contractors and outside vendors
- May operate appropriate small powered equipment and tools such as a dolly, vacuum or drill
- Will assist with the movement of heavy objects such as furniture and equipment
- Will be responsible for the movement of files, supplies and other materials from one location to another
- Will assist with keeping building, grounds and storage areas orderly and clean and may include some light yard clean-up and planting
- Respond to emergency situations
- Manage maintenance request email account
- Develop and assist management in work-site safety and correcting unsafe conditions
- Other duties as assigned

EMPLOYMENT STANDARDS: Prior work experience doing similar manual labor required. Must demonstrate excellent organization skills, attention to detail, communication skills, and customer service skills. The applicant must demonstrate an aptitude and willingness to perform both manual labor and customer service. Must possess the ability to follow set safety standards, written and verbal instructions and procedures, perform regular strenuous manual labor, and safely move heavy items in excess of 50 pounds. Must possess knowledge of the methods, materials and equipment used to perform assigned tasks. The candidate must possess a valid California Driver’s License and good driving record. Participation in the DMV Employer Pull Notice Program (driving record) will be required. Must be able to successfully clear a DOJ/FBI fingerprinting check (Live Scan) prior to employment.

COMPENSATION: $16.00-$28.00 per hour. Pay commensurate with experience. The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The CSU, Chico Research Foundation 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. It is the Research Foundation’s policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
APPLICATIONS: Applicants must submit a completed CSU, Chico Research Foundation application, cover letter, current resume and three professional references. The application can be located on our website. Application review begins April 19, 2017. Applications received after April 18, 2017, may not be considered. Applications can be submitted:

BY MAIL: CSU, Chico Research Foundation
CSU, Chico, Building 25
Chico, CA 95928-5388

IN PERSON: CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL: rfhrjobs@csuchico.edu

APPLICATIONS can be submitted:

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/rfdn/

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