

California State University, Fresno Association, Inc.

MAINTENANCE ASSISTANT – UNIVERSITY DINING SERVICES

JOB ANNOUNCEMENT - #19-011

POSITION

Part-time, non-benefited position with the California State University, Fresno Association - University Dining Services. The position will work a maximum of 25 hours per week. This position is responsible for assisting in general maintenance, operation and repair of equipment for all operating units within the University Dining Services/Association Administration Buildings. This includes but is not limited to, electrical, plumbing, carpentry, painting, furnishings, upkeep, building structures, fixtures, and equipment. This position also works cooperatively with the entire University Dining Services staff in fulfilling the mission of the University Dining Services.

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Maintenance Technician, the Maintenance Assistant will be responsible for the following duties and responsibilities:

- **General Building Maintenance:** General knowledge of the operation of equipment; Performs regular building inspections; Repairs and maintains building structures, infrastructures, equipment, and furnishings; Inventories and orders parts and materials required for maintenance of the buildings; Conducts monthly inventory of product in the warehouse.
- **Lighting:** Performs daily inspections, upkeep and repair of lighting within the facilities.
- **Electrical:** Repairs minor electrical problems including extension cords, lighting fixtures, receptacles, timers, relays, circuit breaker panels and circuit alterations.
- **Plumbing:** Maintains and repairs plumbing fixtures and related piping and valves associated with lavatories, basins, toilets, and urinals; Repairs landscape irrigation systems as needed.
- **Fleet Vehicle Maintenance:** Inspects and makes recommendations regarding company fleet vehicles and the need for service or repair.
- **Transportation of Confidential Information:** Conducts transportation of inter-office mail between dining services admin building and the association admin building daily.

REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Six (6) month's experience in facility maintenance and repair
- Ability to use a variety of hand tools, power tools, and maintenance equipment
- Must possess a valid driver's license
- Ability to stand and walk for extended periods of time
- Ability to lift and/or move objects weighing up to 50 pounds and use motorized or electric vehicles/equipment

EDUCATION: High School diploma or equivalent.

SALARY: \$12.00 per hour

FILING DEADLINE: Application review begins immediately; Open Until Filled

TO APPLY: Visit our web site at www.auxiliary.com for job announcement and application.

California State University, Fresno
Auxiliary Human Resources
2771 E. Shaw Avenue
Fresno, CA 93710 Fax: (559) 278-0988

Application & resume may be e-mailed to: HRAUX@LISTSERV.csufresno.edu

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER