



**DONALD P. & KATHERINE B. LOKER UNIVERSITY STUDENT UNION, INC.
POSITION DESCRIPTION**

Position Title: Assistant Director, Facility Operations
Reports To: Executive Director
FLSA Status: Exempt
Position Category: Regular Full-Time
Grade: 5

SUMMARY

Under the general supervision of the Executive Director, the Assistant Director, Facility Operations is responsible for the daily operations of the Loker Student Union (LSU) by performing the following duties either directly or indirectly through managed employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Direct and oversee the day-to-day operation of the union facility Guest Services, Reservations and Events Services, and Facility Services including building maintenance, custodial, inventory control, security systems, IT and telecommunications infrastructure; evaluate and assess the use of current and evolving technologies to maximize sustainability.
- Develop and oversee proper and timely execution of policies, procedures, rental contract agreements and rates, organizational strategy, and capital planning relating to facility management, operations, and services; regularly assess unit initiatives for improvements with data driven decision making; analyze and apply emerging trends, best practices, and process improvements to unit operations.
- Direct and oversee coordination of bidding and management of contracts for capital projects, custodial services, landscaping, pest control, trash collection, and surveillance systems to ensure satisfactory delivery of all contractual obligations.
- Drive the implementation and maintenance of organizational risk management; direct internal processes to identify and limit liability and risk in LSU operations, programs, services, and emergency response protocols; administer the IIPP, establish safety standards and administer a safety program and trainings ensuring compliance with laws, building code, CSU policies, CSU IRIC manual, and Cal OSHA regulations; coordinate with insurance providers and worker's compensation service providers for reporting requirements; support audits and investigations.
- Develop fiscal planning recommendations by maintaining a reserve fund study and capital planning strategy; support fiscal goals by designing and implementing strategies to limit operating costs and develop revenues; maintain fiscal accounts within allocations and prepare reports for monthly reconciliations, projections, and quarterly planning and reporting.
- Responsible for optimal operation of life safety systems including fire suppression, AED, and



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emergency operations; administer and coordinate business continuity planning and incident response, ensuring prompt and correct reporting of incidents; serve as building marshal.

- Direct and oversee competitive bidding processes for service contracts, purchases, and construction projects, and oversee documentation preparation for contract execution, accounts payable, reporting, and audit compliance; oversee projects ensuring all projects meet organizational deadlines and budget allocations.
- Represent the organization on committees and boards as directed; represent the Executive Director as asked.

SUPERVISORY RESPONSIBILITIES

Directly supervises the Building Services Manager, the Building Maintenance Supervisor, the Guest Services Manager and an Operations Assistant. Indirectly supervises the Reservations Coordinator and the Building Maintenance Assistant and 40 or more part-time student assistants including building managers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PREFERRED QUALIFICATIONS

Experience working in a public, high-traffic facility. Project Management or Facility Management certification.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university in Operations Management, Hospitality Management, Business Management, or another related field; and 5 years of related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret technical journals, and financial reports /statements. Ability to respond to common inquiries or concerns from team members, clients, regulatory agencies, or outside financing sources. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.



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REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Regularly exercises discretion and independent judgment.

COMPUTER SKILLS

To perform this job successfully, an individual should have advanced knowledge of MS Office, including Excel, Word, PowerPoint and Outlook. Knowledge of cloud-based applications, database management systems and Maintenance Software.

CERTIFICATIONS LICENSES & REGISTRATIONS

None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. The majority of work is accomplished in the field.

WORK ENVIRONMENT

The work environment characteristics described here represent those an employee encounters while performing the job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees in this position work indoors and outdoors. Periodic evening or weekend work may be required. Occasional travel may be required. Regular public contact is required. The noise level in the work environment is usually moderate.

COMPENSATION

Salary range for this position is \$88,399 - \$132,599. Medical benefits, dental benefits, vision benefits, retirement benefits, and education assistance are included with this position.