



CSUB Foundation

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JOB ANNOUNCEMENT

POSITION: **No. 043 – (Please use the position number when applying)**
FACILITIES MANAGER

This full-time position is available immediately through the CSU Bakersfield Foundation, and reports directly to the Foundation Executive Director.

Position Summary: The Facilities Manager provides hands-on oversight, direction, assistance and task completion in the maintenance and operation of the assigned grounds (i.e. NCAA Division I Baseball facilities, lighted, competitive intramural Soccer field, etc.) and other assigned grounds and landscaped areas related to the Foundation and Student Recreation Center in the areas of general grounds maintenance, gardening, irrigation, pest and horticultural spraying and tree trimming.

DUTIES: *Scope of Authority:* Initiates changes in materials and methods to fully utilize available resources; establishes priorities and completes work assignments; inspects completed projects and assigned grounds and landscaped areas; obtains quotes and initiates purchase requisitions; schedules and conducts routine and preventative maintenance of assigned athletic grounds and landscaped areas; organize and execute preparations for assigned grounds and landscaped areas; oversees budget for assigned areas.

Specific Duties: Manage, supervise and perform the day-to-day operations and tasks of assigned athletic grounds and landscaped areas as identified in the position summary; develop and implement appropriate practices, policies and procedures for assigned athletic grounds and landscaped areas; develop a strategic maintenance program utilizing current available technology; apply chemicals to plants, trees, shrubs, and lawns, for the eradication of fungi and pests, embankments, roads, parking lots, and unimproved acreage for the control of insects, pests, and weeds as well as for buildings for the control and eradication of insects, termites and pests; selects and mixes sprays and poisons according to specific formulae to accomplish desired results; selects appropriate times to apply the materials; plant, cultivate, fertilize, water and spray ornamental plants, shrubs, hedges, trees, lawns, and flowers; rake leaves; hoe weeds; clean trash from assigned grounds and landscaped areas including parking lots; prepare and treat soils for planting; maintain hoses, sprinklers, tools, supplies and equipment in proper condition and repair; trim trees, hedges, and shrubs and erect tree supports; operate and perform minor maintenance on small power-operated pavement sweepers, power mowers, small riding mowers, and other gardening power equipment; coordinate landscape construction/remodel projects as assigned; maintain and repair various irrigation equipment; design and modify existing irrigation systems as well as plan and install new irrigation systems; coordinate and facilitate involvement with special events as related to assigned athletic grounds and landscaped areas; prepare budgets, cost estimates and provide the administrative functions required for the unit; perform all other related job duties as assigned. Develop coordinated list of responsibilities and schedules with baseball coaches and SRC staff to complete the necessary baseball and recreational field work. Develop a working knowledge of the technical aspects and requirements of an NCAA acceptable field.

Skills, Knowledge and Abilities: Thorough knowledge and utilization of methods, materials and equipment necessary for project completion; knowledge of effective management and supervisory practices related to NCAA Division I baseball facilities, and other recreational sports and competitive intramural facilities; ability to plan, organize and complete the work of assigned grounds and facilities; thorough knowledge of methods, materials, and tools and equipment used in planting, cultivating, and caring for flowers, shrubs, lawns, and trees; general knowledge of common plant diseases, pests, and weeds as well as approved methods and materials used in

their control and eradication, horticultural methods and materials, including planting and growing requirements of plants commonly grown in California; ability to develop and maintain effective working relationships with a diverse population, including students, staff, faculty, administrators and off campus constituents; ability to organize assigned grounds and landscaped area projects and determine priorities; ability to recognize and properly treat horticultural and pest problems; ability operate and make minor repairs to spray equipment as needed; maintain accurate records and submit reports to appropriate agencies of the State and County concerning types and quantities of chemicals used and when they were applied; ability to understand problems from a broad perspective and discern underlying principles when developing solutions; thorough knowledge of horticultural procedures commonly used in California; knowledge of methods and procedures necessary in the development, maintenance and construction of the assigned grounds and landscaped areas.

QUALIFICATIONS: Requires two (2) years of appropriate technical experience in the care and maintenance of landscaped areas or general grounds with one (1) year of specialized pest and/or weed control experience and successful completion of the core educational requirements to satisfy the State of California, Agricultural Pest Control Advisor (APCA) certification; Bachelor's degree (BA/BS) in Agricultural, Biological or Natural Sciences or Pest Management is preferred; transcripts must be submitted in order to confirm the Bachelor's degree and/or successful completion of the core educational required coursework for the APCA certification. Possession of appropriate State of California, Agricultural Pest Control Advisor (APCA) license to recommend and perform pest / weed control required, or must have the ability to meet the requirements for the APCA license to recommend and perform pest / weed control within one (1) year of hire; valid State of California Class C Driver's License required.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the Foundation will be invited to interview for the purpose of appraising background, training, successes, experience, and interest in the position.

SALARY: This 12-month position is part of the California State University, Bakersfield Foundation, which provides an excellent benefit program and a salary that is commensurate with qualifications and experience.

FILING DEADLINE: Open until filled.

APPLY TO: Office of Human Resources with official CSUB Foundation job application along with the names of three professional references, and a copy of college degree or transcripts and applicable licenses to receive consideration.

Official CSUB Foundation application forms must be completed in full and received in Human Resources by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed, faxed applications or resumes will also not be accepted in place of the official application.

To access job application, please visit:
http://www.csubfoundation.org/humanresources/job_opportunities.cfm

Submit to: California State University, Bakersfield
Office of Human Resources
37 ADM
9001 Stockdale Highway
Bakersfield, CA 93311