

California State University, Fresno Foundation

MAINTENANCE SUPERVISOR – FRESNO STATE STUDENT HOUSING

JOB ANNOUNCEMENT #26-834

POSITION & SUMMARY:	Full-time, benefited position for Fresno State Student Housing through the California State University, Fresno Foundation. Under the general direction of the Director of Housing, the Maintenance Supervisor is responsible for performing and/or ensuring the timely delivery of all necessary inspections, ongoing maintenance and repairs and building improvement services for the Student Housing facilities and equipment. Oversees and/or executes the day to day repair and maintenance operations of both facilities attending to building structures, fixtures and equipment including electrical, plumbing, HVAC, fire prevention and life safety systems, lighting, painting, furnishings, carpentry and gaming equipment. This position plays a vital role in advancing the unit's mission to foster student engagement in co-curricular student learning and campus community building experiences.
ESSENTIAL JOB FUNCTIONS:	Under the general supervision of the Director, the Maintenance Supervisor will be responsible for the following. Typical duties include, but are not limited to, the following: • Responsible for planning, scheduling and performing day to day maintenance, repair and inspection functions for all areas of Student Housing. Maintains inventory of tools, supplies and materials necessary for facility maintenance and repairs. Daily monitoring existing conditions, identifies issues, develops solutions, and performs or contracts for installations, repairs, removals, retrofits/alterations, replacements of: ○ light fixtures, bulbs, ballasts, timers; ○ electrical systems, motors, switches, wires, relays, circuit alterations, circuit breakers panels; ○ plumbing pipes, restrooms toilet leaks, sink repair, valves and systems for landscape irrigation, building waste, drainage and venting, domestic water, fire safety, heating and cooling; ○ carpentry, frame and building structures, drywall, plaster and veneer paneling and trim, doors, partitions, furnishings; ○ finished wall, railing and floor surfaces both interior and exterior ; • Coordinate contracting, scheduling and delivery of services by external contractors and University Facilities Management and Auxiliary staff as needed to ensure the proper functioning of all Student Housing facilities and equipment; serves as liaison and inspects work of contracted vendors for the Student Housing • Assist in the planning and design of structural and aesthetic building alterations; Perform minor in house remodeling projects. • Provides leadership, supervision and guidance to Maintenance Assistant position as well as student employee(s) providing maintenance and repair support; including contracted housekeeping and maintenance staff. • Coordinate the turnover schedule of rooms throughout the year including summer conference groups, resident move in/out and all other changes. • Maintain accurate facility and equipment inventory. • Coordinate an effective maintenance work order and tracking system, and respond in a timely manner to all requests for service; Provide exceptional level of service in responding to inquiries, providing information to external and internal clients, recommending and implementing solutions to problems. • Assist with managing safety and security processes for Student Housing facilities: ○ Ensure life safety systems and equipment are in proper working order at all times and inspected on regularly scheduled basis as required by law and institutional expectations/protocols; Secure and maintain records of all inspections reports and contracts.

	- Follow emergency preparedness and critical incident reporting procedures. Train maintenance staff on emergency procedures and critical incident response regularly; Provide 24/7 emergency on-call response as necessary. - Execute key and door access protocols for Student Housing as appropriate, properly securing assigned keys and facility access points. - Aid in the creation of annual facility maintenance, repair and capital improvement budgets, and monitor spending and income against budget; Follow proper purchasing procedures; Negotiate, review, and process contracts with vendors exercising sound fiscal stewardship, ensuring where needed all contacts and agreements have been reviewed by the Director and authorized signatories execute agreements. - Support Student Housing staff with requests for programs and events. - Collect, analyze and report on data regarding facility usage and maintenance/repair services. - Communicate with colleagues including Auxiliary staff, Risk Management, Public Safety, Parking, Facilities Management, Dining Services, building occupants, students and other campus entities. - Other duties as assigned.
QUALIFICATIONS & EXPERIENCE:	<i>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.</i> - High school diploma required. - Bachelor's Degree in appropriate field is preferred - Five (5) years of recent and comprehensive experience in facility maintenance, repair or building construction or engineering with two (2) years of supervision experience, training and evaluation of maintenance personnel required. Demonstrated ability to use a variety of power and hand tools and maintenance equipment. - Trade school, college, or other specialized training and certifications in electrical and electronic fields, and other building trades highly desirable.
COMPENSATION:	\$24.00-\$26.00 per hour (\$49,920-\$54,080 annually). Benefits include medical, dental, vision, life and 401(k), vacation, sick leave, and holiday pay.
DEADLINE:	Application review begins September 17, 2026 . Position will remain open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.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.

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