



Victor Villasenor

March 5, 2022

Dear Victor:

Congratulations! I am pleased to offer you the position of Building Engineer in the Building Engineering Department at Associated Students, Inc., California State University, Fullerton. Your anticipated start date is Tuesday, March 15, 2022.

Attached, you will find a job description, which outlines the specific duties for the position we are offering you. Also listed below are employee benefits and other specifics of your employment with Associated Students, Inc., California State University, Fullerton. Your responsibilities are provided in the attached job description and include other duties as assigned by your immediate supervisor, or other member of ASI Management.

- 1) In this non-exempt role your hourly compensation rate will be \$30.00. You will be classified as a Non-exempt employee, which means that you will be eligible for overtime pay. Overtime pay is calculated after you have worked in excess of eight (8) daily hours in a single workday and beyond forty (40) non-overtime hours in a single workweek.
- 2) You will report to David Pantoja, Chief Building Engineer, who can be reached by email at dpantoja@fullerton.edu, or by phone at 657-278-7709.
- 3) Your work schedule will be 8:00am-5:00pm, Monday through Friday unless otherwise defined and approved by your immediate supervisor. You are required to take at least a 30 minute unpaid lunch break, to begin by the end of the 5th hour of work. You are also entitled to 2-10 minute paid rest breaks in an 8 hour shift. The timing of those rest breaks should be agreed upon between you and your immediate supervisor.
- 4) Your first year of employment with Associated Students Inc., CSUF is considered an Introductory Period. Completion of the Introductory Period does not guarantee continued employment for any specified period of time.
- 5) Your employment is At-Will, meaning you are free to leave Associated Students Inc., CSUF at any time, without cause and/or notice. Likewise Associated Students, Inc., CSUF reserves the same right to end your employment, with or without cause or notice. Only the Executive Director has authority to enter into any agreement for employment.
- 6) Benefits include accrual of 6.67 hours of vacation and 8 hours sick leave per month. You will be eligible to participate in the health, dental, and vision insurance program beginning on the first day of the month following your first day of employment.
- 7) Our offer to hire you is contingent upon the following:
 - (a) Submission of satisfactory proof of your identity along with your legal authorization to work in the United States. A list of the documents you may provide to verify your identity and your authorization to work in the United States are attached. Details as well as instructions regarding your personal documentation is provided with this offer of employment. Please bring your documents with you on your first day of work. Failure to provide sufficient proof of identity and work authorization may delay your start and could potentially invalidate this offer of employment.
 - (b) As a requirement of your employment on the CSU Fullerton campus and in order to add you to the CSU-Fullerton systems and directories, you will be required to produce your Social Security Card.
 - (c) Your employment is also contingent upon acceptable screenings prior to your first day of employment.

These include:

- (i) Reference Check
- (ii) Pre-Employment Screening
- (iii) LiveScan Screening
- (iv) Drug Screening

- 8) Proof of compliance with the CSU COVID-19 vaccine and booster is required. This consists of submitting proof of vaccination to Associated Students Inc., CSUF prior to your start date. If you have a medical condition or religious reason that prevents you from receiving a COVID- 19 vaccination, you may file for an exemption through Human Resources. Associated Students Inc., CSUF Management will review your exemption and determine whether your exemption will be approved.
- 9) All members of the California State University, Fullerton community, including contractor's agents and employees, must comply with the California Department of Public Health's "Guidance for the Use of Face Coverings" dated July 28, 2021, including the recommendation that all individuals regardless of vaccination status must wear a face covering indoors. Associated Students Inc., CSUF reserves the right to extend mask requirements to ensure the safety of the California State University, Fullerton community.
- 10) Effective on your date of hire, you will be automatically enrolled in CalPERS Retirement at Tier 3, where 7.75% of your salary will be deducted from your paycheck on each pay date. The current PEPRA calculation is 2% at 62. If you have any further questions, please contact CalPERS directly.
- 11) Although your initial assignment is in the Building Engineering Department, you may be transferred to another department as business needs dictate.
- 12) Following the receipt of your signed acceptance of this offer letter and job description along with the completion of all contingencies listed in section 7 of this letter, unless otherwise negotiated, you may begin your employment with Associated Students Inc., CSUF. You may report directly to Human Resources at 8:30 AM beginning your first day.

If you agree with and accept the terms of this employment, please sign below and return this letter to our office.

It is with great pleasure that we welcome you to the Associated Students Inc., CSUF team. We look forward to a mutually successful business relationship. If there is anything that we can do in order to make your employment with Associated Students Inc., CSUF successful and enjoyable, please don't hesitate to contact me, your supervisor, or ASI Management.

Sincerely,



Carol McDoniel
Assistant Executive Director for Corporate Administration
Associated Students, Inc., California State University, Fullerton
800 N State College Blvd
Fullerton, CA
657-278-7718

CC: Dr. Dave Edwards, ASI-CSUF Executive Director



Job Description

Job title: Building Engineer

Comparable:

Work Location: Fullerton, CA

Division/Department: Building Engineering

Reports to: Chief Building Engineer

Supervisory Position

Yes
 No

Exempt
 Nonexempt

Staff
 Student

Full-time
 Part-time

Essential Duties and Responsibilities:

Under the supervision of the ASI Chief Building Engineer and/or Lead Building Engineer, the Building Engineer operates, maintains, services, installs, troubleshoots, repairs, and inspects a full range of heating, ventilation, air conditioning, refrigeration, mechanical, and related building systems and components throughout the ASI properties including the Titan Student Union, Student Recreation Center and Children's Center, providing a safe, comfortable, well-served environment for the campus to conduct educational, social, recreational and other extra-curricular activities for the university community. Building systems include mechanical equipment and components related to the Central Plant, Fire Life Safety systems, alarms, etc.; building equipment and mechanical systems (automated doors, plumbing systems, pumps, lighting, kitchen systems, swimming pool mechanical systems, etc.); and other functional elements within these facilities (doors, walls, ceilings, flooring, roofs, windows, stairwells, etc.). As well as fitness equipment repairs and maintenance at the SRC (Treadmills, elliptical, AMT, Spin Bikes, Universal Machines, Squat racks, etc.) Also completes other duties as assigned.

Diversity, Equity and Inclusion are core values of Associated Students Inc. CSUF. We believe that the educational environment is enhanced when diverse groups of people with diverse ideas come together to learn. The Building Engineer will support ASI's DEI plan in all programming, services and interactions.

- Install, troubleshoot, repair, and maintain a variety of building electrical, plumbing, and mechanical systems.
- Assist Chief Building Engineer and Lead Building Engineer in making minor adjustments to the energy management system in order to troubleshoot comfort issues or requests.
- Inspect, maintain, and operate the facilities satellite central plant, including centrifugal chillers, boilers, cooling towers, and all support systems and equipment.
- Perform scheduled maintenance service on systems and equipment.
- Perform routine inspections of various mechanical, electrical, lighting, and related building systems reporting and correcting deficiencies discovered.
- Performs minor construction to include simple furniture maintenance and repair, office modifications, demolition, installation and repair of interior walls, and building fixtures.
- Perform installations and repairs in compliance with established electrical and building codes, professional installation standards, and CAL OSHA requirements.
- Ensure waste materials (refrigerants, lamps, oils, paints, e-waste, etc.) are stored and disposed of consistent with the expectations and requirements of the campus Environmental Health and Safety Office.
- Ensure installations, repairs and maintenance are performed with quality and meets health and safety, as well as environmental protection, requirements.