

Brandon Ortiz

July 6, 2023



Dear Brandon:

I am pleased to offer you the position of Building Engineer Apprentice for Associated Students Inc., California State University, Fullerton.

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 \$28.00. 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 Chris Staley, Building Engineering Supervisor and he can be reached by email at [cstaley@fullerton.edu](mailto:cstaley@fullerton.edu) or 657-278-7714.
- 3) Your work schedule will be 12:00pm-9:00pm, Monday through Friday unless circumstances warrant adjusting that schedule, and being 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 5<sup>th</sup> hour of work, and you will be 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 6 months of employment with Associated Students, CSUF, Inc. 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, CSUF, Inc. at any time, without cause and/or notice, and Associated Students, CSUF, Inc. likewise has the right to terminate your employment at any time, 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 the first day of the month following your effective date of employment.
- 7) Our offer to hire you is contingent upon the following:
  - (a) Submission of satisfactory proof of identity along with your legal authorization to work in the United States. A list of the documents to verify your identity and your authorization to work in the United States is available at the U.S. Citizenship and Immigration Services website: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents> Details as well as instructions regarding your personal documentation are provided through this link. 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

- 8) Effective date of hire, you will be automatically enrolled in CalPERS Retirement at Tier 3, where 8.5% 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.
- 9) Although your initial assignment is in the Building Engineering department, you may be transferred to another department as business needs dictate.
- 10) 11) 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 will be contacted by Human Resources to set your start date. 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,

Dr. Dave Edwards  
Executive Director  
Associated Students Inc, CSU Fullerton  
657-278-7740

CC: Andrea Okoh, HR Director

I, \_\_\_\_\_, accept the terms of this offer of employment as stated in this letter, meaning you are free to leave Associated Students, CSUF, Inc. at any time, without cause and/or notice, and Associated Students, CSUF, Inc. likewise has the right to terminate your employment at any time, with or without cause or notice. Only the Executive Director has authority to enter into any agreement for employment.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_



**HUMAN  
RESOURCES**

### Job Description

**Job title:** Building Engineer Apprentice

**Comparable:** Building Service Engineer Apprentice

**Work Location:** Fullerton, CA

**Division/Department:** Building Engineering

**Reports to:** Building Engineer Supervisor

#### Supervisory Position

☐ Yes  
☒ No

☐ Exempt  
☒ Nonexempt

☒ Staff  
☐ Student

☒ Full-time  
☐ Part-time

#### Essential Duties and Responsibilities:

Under the immediate supervision of the Building Engineer Supervisor and Building Engineers, in a trainee capacity, the Building Engineer Apprentice performs a variety of progressively more complex tasks in the maintenance, service, repair and inspection of heating, ventilating, plumbing, electrical, mechanical and air conditioning systems. The Building Engineer Apprentice will learn the operations of the mechanical, electrical, and electronic controls associated with such systems in the Titan Student Union, Children's Center, and Student Recreation Center according to specific training objectives.

#### Apprenticeship

- Attend workshops and classes and participate in learning opportunities.
- Assist and work with a Building Engineer or the Building Engineer Supervisor at all times.
- Learn about various aspects of the Building Engineer position.
- Receive and acknowledge feedback and constructive criticism.
- Write logs and records of acquired knowledge.
- Learn and develop practical skills required for the position of Building Engineer

#### Building Engineering

- Under the supervision of a Building Engineer or the Building Engineer Supervisor learn and perform the following tasks
  - Install, troubleshoot, repair, and maintain a variety of building electrical, plumbing, and mechanical systems.
  - Assist Building Engineer Supervisor 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.
- Responsible for informing the Building Engineering Supervisor of parts, supplies, and equipment needed to perform job duties.

#### ***Safety and Building Needs***

- Maintains strict adherence to safety procedures. Participates in departmental safety meetings.
- Maintains a safe and clean working environment, including work area, shop, storage areas, and office spaces.
- Drives company vehicle if needed or directed by the Building Engineer Supervisor for ASI needs.
- Carries an ASI issued 2-way radio at all times and responds when called upon.
- Assists in any emergency response efforts and is part of the Building Marshal Program.
- Other duties as assigned

#### ***Diversity, Equity, and Inclusion***

- Support ASI's DEI plan in all services and interactions.

#### **Education and/or Work Experience Requirements;**

- High School Diploma or equivalent.
- Associate's degree preferred.
- At least 2 years of general building maintenance experience is required. General knowledge of energy management systems is preferred. Completion of specialized building maintenance related training is highly desirable.

#### **Knowledge and Abilities:**

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Excellent computer proficiency (MS Office – Word, Excel and Outlook).
- Must be able to work under pressure and meet deadlines while maintaining a positive attitude and providing exemplary customer service.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Required to be a mandatory reporter and sign ASI's Mandatory Reporter Form.

#### **Additional Requirements:**

Ability to:

- stand and walk for extended periods; reach for tools and supplies; manual dexterity and eye-hand coordination; lift objects weighing up to 50 lbs.; ability and willingness to work from ladders and other elevated or confined spaces; corrected hearing and vision to normal range; verbal and written communication; use of motorized vehicles; use of hand and power tools; stoop, kneel, crouch, crawl and climb.
- Safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards.
- Must be able to talk, listen and speak clearly on telephone.

The Associated Students, CSUF, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for

employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

**Print Employee Name:**

**Employee signature:**

**Date:**