

Department: Facilities Operations	Supervisor: Romy Subaba, Chief Eng.
Job Title: Compliance Assistant	Hours to be Worked: Based on Cadet's academic sched.
Pay Level: I (no experience) or II (experienced)	Hourly Pay Rate: \$15 hour or \$16.50 hour

Job Summary (purpose of nature of work): Office of the State Fire Marshall Compliance Inspections as per the NFPA.

Job Duties:

- Inspect Fire extinguishers (monthly)
- Inspect AED defibrillation apparatus (monthly)
- Inspect and test illuminated EXIT signs (monthly, not to include annual testing)
- Inspect emergency lighting (monthly)
- Inspect and test emergency eyewash and shower stations (monthly)

Required (or Preferred) Skills, Knowledge, and Abilities:

- Prior experience preferred. Facilities will provide training for inexperienced candidates
- Basic computer skills, Excel spreadsheet
- Must be able to walk and stand for prolonged periods
- Write reports
- Maintain compliance inspection database

Background Check: Satisfactory completion of a background check (including a criminal records check and fingerprinting) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

Mandated Reporter: The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 revised July 21, 2017 as a condition of employment.

Title IX: Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: <https://www2.calstate.edu/titleix>

EEO Statement: Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status.

Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.

