The CalSTRS Administrative Services Branch is seeking a motivated individual to work as a Facilities Environmental Coordinator in the Facilities Management Division.

The Administrative Services Branch provides Human Resources, Facility Management, and Procurement Management services to internal and external business partners. We strive to provide assistance that is friendly, accurate and efficient while enhancing CalSTRS’ ability to provide the best services possible to our members.

Facilities Management strives for total customer satisfaction internally and externally as we ensure efficient building operations, a safe, secure environment and outstanding, reliable services in the areas of Imaging, mail and business services.

The Facilities Operations unit is responsible for the management and oversight of CalSTRS headquarters and satellite campuses; enterprise and statewide projects for facility planning, acquisition, development, construction including management of all contracts for furniture and equipment, Physical Security, Building Safety and maintaining the Environmental Sustainability program and LEED Platinum certification for the building. In addition, the Facilities Operations unit has management and oversight responsibility for the Bicycle Library, Fitness Center, Parking Garage, and Waterfront Café.

Under the direction of the Building Operations Manager, SSM I, this position serves as the program coordinator and subject matter expert of the CalSTRS Environmental Management Program. Ensures that the CalSTRS headquarters building and remote member service centers are maintained and operate in a sustainable manner while adhering to Leadership in Energy and Environmental Design (LEED) standards. The incumbent will exercise a high degree of initiative and originality in performing job duties. A LEED accreditation is highly desirable but not required.

To apply to this job or other CalSTRS positions visit [http://www.calstrs.com/careers](http://www.calstrs.com/careers)