INTERNAL TEAM: SL-FacMgmt-PCV Multi-Craft Crew-128007

JOB CODE/EMPLOYEE CLASSIFICATION: Facilities Worker II

MPP JOB CODE:

POSITION NUMBER: Facilities Worker II

CSU WORKING TITLE: Facilities Worker II - PCV

REPORTS TO: Asst Dir Facility Operations

CAMPUS: San Luis Obispo

DIVISION: Administration and Finance

COLLEGE/PROGRAM: Facilities Management and Dev

DEPARTMENT: FacMgmt-PCV Multi-Craft Crew - 128007

FLSA STATUS: Non-Exempt

POSITION INFORMATION

SENSITIVE POSITION

Sensitive Position: ☑️ Yes ☐ No

Job Summary/Basic Function:

The Facilities Management and Development (FM&D) organization is a unit within the Administration and Finance division and is responsible for the management, operations, and development of facilities on the university campus. Facilities Management and Development (FMD), a unit within the Administration and Finance Division (AFD), is responsible for the planning, design, construction, operations, maintenance, and repair of university facilities and grounds. FMD consists of five critical and interdependent support departments, including Facilities Customer & Business Services; Energy, Utilities, & Sustainability; Environmental Health & Safety; Facilities Planning & Capital Projects; Facility Operations; and Special Projects. In support of the Cal Poly mission, the Facilities Management and Development department is committed to promoting a culture that values individual and organizational integrity, civility, and diversity.

Under general supervision, the Facilities Worker II independently performs a wide range of complex semi-skilled and basic skilled facilities and systems maintenance, repair and renovation work which does not require full journey-level skills. The Facilities Worker II performs basic trade work in three or more trades, analyzes, and troubleshoots problems across multiple trade functions, and performs necessary repairs independently. This position is trained in specific trade tasks which require a broad knowledge in several trades and a basic knowledge of theories, codes, procedures and general trade practices in applicable trade areas. Incumbents work under the direction of a skilled crafts worker on the more complex, trade-related assignments.

Minimum Qualifications:

Any combination of experience and training equivalent to three years of hands-on experience in general facilities and systems maintenance and repair, or comparable experience as a trades assistant or laborer with demonstrated proficiency in the required duties.
Required Qualifications:

Comprehensive knowledge of specific methods, practices and tools related to facilities and systems maintenance and repair in such areas as carpentry, plumbing, HVAC, electrical, and mechanical systems.

General knowledge and skill across multiple trades and maintenance tasks including a working knowledge of building codes and basic knowledge of electrical theory and mechanical principles.

Ability to perform all work in accordance with established safety procedures, maintain a safe and clean working environment and follow standard written instructions and procedures.

Ability to perform proficiently a variety of semi-skilled facilities maintenance and repair tasks and operate all applicable tools, equipment and systems.

Ability to perform strenuous manual labor. Thorough knowledge of English grammar, spelling and punctuation and the ability to read, write and perform arithmetic calculations at a level appropriate for the position.

Ability to take the initiative and be proactive in the maintenance and construction needs of the University.

Ability to maintain accurate records, retrieve data and prepare standard reports using manual and computerized record-keeping systems.

Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.

Demonstrated ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.

Demonstrated ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.

Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.

Ability to demonstrate professionalism in entering occupied areas including student residential halls, faculty and staff offices and other university space.

Preferred Qualifications:

Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

Demonstrated computer skills with a variety of computer applications including facilities management information systems (FAMIS), word-processing, spreadsheets, databases, Internet as well as online calendaring and email.
Special Conditions:

Ability to work on and climb ladders/stairs, work in confined and high spaces, carry up to 50 lbs., and squat, kneel and crawl.

Ability to work in a bucket truck or other high lift equipment.

Must be willing to travel and attend training programs off-site for occasional professional development.

Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

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 as a condition of employment.

Must be able to successfully pass a pre-employment background/fingerprint check.

Ability to wear respiratory protection. A Cal/OSHA mandated medical evaluation is required prior to the use of a respirator.

This position classification has been defined as "Non-exempt" and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

License / Certification:

Possession of a valid California Class C driver’s license or the ability to obtain by date of hire.

This position may require the ability to obtain AHERA Supervisor certification for asbestos related work and Cal/OSHA Lead training.

Mandated Reporter:

Limited - The person holding this position is considered a limited 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.

NCAA:

☐ Yes ☒ No

Conflict of Interest:

None

Supervises Employees:

☐ Yes ☒ No

Job Duties
### JOB DUTIES

<table>
<thead>
<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
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<tbody>
<tr>
<td>90</td>
<td>Respond to daily work orders, set up jobs, and perform the manual labor preparation and preventive maintenance functions for facilities and systems.</td>
<td>Essential</td>
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<td>Clean, maintain and repair fixtures, equipment, and appliances.</td>
<td>Essential</td>
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<td>Assist in the installation of facility and systems materials, fixtures, and mechanical equipment.</td>
<td>Essential</td>
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<td>Assist in electrical work; maintenance and repair of electrical lines and fixtures; installation, maintenance and repair of plumbing and HVAC systems; facilities renovations and new construction; and painting buildings and equipment.</td>
<td>Essential</td>
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<td>Install faucets, flush valves and other basic plumbing devices; maintain, inspect and repair pumps; run, thread and fit DWV piping, solder pipe and clear drains; install outlets and switches and pull wire; replace light bulbs, ballasts, and reset breakers; install and replace windows, venetian blinds, and fasteners; install campus and street signage; perform regular roof maintenance; build basic formwork; and set and pour concrete</td>
<td>Essential</td>
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<td>Participate in construction site/remodel tear down and set up.</td>
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<td>Make simple interior and exterior repairs and make standard furniture and carpet repairs.</td>
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<td>Regularly use hand and power tools and equipment associated with basic trade work.</td>
<td>Essential</td>
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<td>Perform related facilities and systems support functions including skilled laborer work and routing mechanical maintenance, including various HVAC systems; clear drains and run power equipment related to trades work.</td>
<td>Essential</td>
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<td>Participate in the maintenance and operations of the shop including cleaning, maintaining, and servicing of tools and equipment used in the performance of duties.</td>
<td>Essential</td>
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<td>Perform all work in accordance with established safety procedures.</td>
<td>Essential</td>
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<td>Maintain records, retrieve data, and prepare standard reports related to work performed using manual and computerized record-keeping systems.</td>
<td>Essential</td>
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<td>10</td>
<td>Perform other job-related duties and special projects as assigned.</td>
<td>Marginal</td>
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<td></td>
<td>Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.</td>
<td>Marginal</td>
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