Facilities Maintenance Mechanic

POSIGN INFORMATION

Type of Action Requested:* New (Create a new Position Description)
Internal Team:* SL-Facilities Management and Dev - 127000
Job Code/Employee Classification:* Facilities Maintenance Mech
Job Code: 6940

Classification Title: Facilities Maintenance Mechanic
MPP Job Code:
Position Number: Facilities Maintenance Mech
Position no: SL-00007672

CSU Working Title:* Facilities Maintenance Mechanic
Salary Range/Grade: 6940-RANGE A-Grade-1
Minimum: $ 5,402.00
Maximum: $ 6,904.00
Pay Frequency:

Reports To:* Manager of Mechanical Trades
Campus:* San Luis Obispo
Division:* Administration and Finance
College/Program:* Facilities Management and Dev
Department:* FacMgmt-Engineering Services - 128006
FLSA Status: Non-Exempt

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 Maintenance Mechanic is a skilled generalist, performing at a journey-level in one trade with strong skills in other trades. The Facilities Maintenance Mechanic works within the Engineering Services shop of the Facilities Operations Department of FMD which is responsible for providing quality maintenance and minor repair and renovation services that meet or exceed our customers' expectations. The purpose of the Engineering Services shop is to operate, maintain and repair campus heating, cooling and ventilating equipment. This position independently performs a variety of skilled preventive and general maintenance, repair, construction, and renovation work on facilities and systems, particularly in the electro-mechanical trades. With general supervision, this position also performs scheduled preventive maintenance on installed equipment including scheduled inspections, documentation of results, grease and lubrication, filter and belt replacement, fluid level checks, and repair or replacement of broken parts.

https://calstate.d4.pageuppeople.com/v5.3/provider/manageJobs/editJob.asp?zData=UFUkVMH1gv4Yh81UY%2FfjrhKqybFa16daEDExh1%2Bj0MrpVW6GQsZC0MnJUewszyC2AT7WUt2zqjZQ8mJ7uwHyDY4hNwv…1/6
Minimum Qualifications:

Four years of increasingly responsible experience leading to journey-level skills in a mechanical or facilities/building trade OR any equivalent combination of training and experience as a facilities and systems mechanic which demonstrates the achievement of journey-level skills equivalent to that acquired through completion of an applicable apprenticeship program.

Required Qualifications:

Demonstrated journey-level skills in one trade area and strong skills in other applicable trades.

Thorough knowledge of the methods, materials, equipment and tools used in one skilled trade area as well as the generally accepted trade practices associated with that trade.

Working knowledge of methods, materials, equipment and tools in related trade areas pertaining to facilities, systems, construction and renovation.

Working knowledge of computerized maintenance and building automation systems.

Working knowledge of applicable building and safety codes and regulations related to facilities, systems and renovations.

Ability to use considerable judgment and discretion in performing duties.

Ability to read, interpret and work from blueprints, plans, drawings, and specifications, and make rough sketches.

Ability to estimate cost, time and materials of maintenance, repair and renovation work.

Ability to effectively and accurately maintain records, retrieve data and prepare standard reports using manual and/or computerized record-keeping systems.

Ability to provide instruction to unskilled and semi-skilled assistants.

Ability to analyze and respond appropriately to emergency situations.

Thorough knowledge of English grammar, spelling and punctuation and the ability to read, write and perform arithmetic functions at a level appropriate to the position.

Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, online systems, and internet as well as online calendaring and email.

Ability to interact and communicate in an effective and dependable manner, as well as establish and maintain cooperative working relationships with clientele such as students, staff, faculty and co-workers.

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.

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.
### Special Conditions:

- Ability to work in and around confined spaces; perform heavy lifting up to 75 lbs.; and squat, kneel and crawl.
- Ability to work around high and low temperature equipment (350 to -40 degrees) and high and low temperature areas for short period of time (140 to -40 degrees).
- Ability to work around large and noisy equipment with many moving parts.
- Ability to work at heights, including bucket trucks or other high lift equipment.
- Ability to operate construction and related 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 check.

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

**License / Certification:**

- Possession of a valid 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 as well as the ability to wear respiratory protection. A Cal/OSHA mandated medical evaluation is required prior to the use of a respirator.

**Mandated Reporter:**

- General - The person holding this position is considered a general 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

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### Job Duties
### JOB DUTIES

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<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
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<tbody>
<tr>
<td>90</td>
<td>Operate, test, install, repair and perform corrective and preventive maintenance on mechanical facilities equipment and systems including HVAC and plumbing systems.</td>
<td>Essential</td>
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<td>Perform electrical maintenance and repair work including work on low voltage control systems.</td>
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<td>Use computerized maintenance systems and building automation systems to ensure preventive maintenance program objectives are met.</td>
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<td>Perform a wide range of facilities renovation, maintenance, and repair work.</td>
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<td>Estimate costs of materials and labor.</td>
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<td>Determine the priority for requisitioning materials and supplies.</td>
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<td>Perform welding to make repairs and fabricate and construct parts.</td>
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<td>Monitor contractor performance and work progress.</td>
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<td>Respond to routine maintenance and service requests.</td>
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<td>Regularly use hand and power tools and equipment associated with trade work.</td>
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<td>Perform all work in accordance with established safety procedures.</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>
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<td>Maintain records, retrieve data and prepare standard reports related to work performed using manual and/or computerized record-keeping systems, and/or maintenance management systems.</td>
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<td>Consult, coordinate and work with other trades workers and provide instruction and lead work direction to unskilled and semi-skilled assistants.</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>Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.</td>
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