



A. Position Data

Incumbent: _____ EmplID: _____ Date: _____
Working Title: Maintenance Mechanic Work Direction Given By: Assoc. Dir Facility Operations & Proje (Lead)
Department: University Housing Reports To Title: Assoc. Dir Facility Operations & Projec (Appropriate Administrator)
Division: Student Affairs College (if applicable): _____
Reason:
 Vacant Position Classification Review / In Range Progression Revision Performance Evaluation New Hire
Is this a new position? No

Classification Title: Facilities Maintenance Mechanic Job Code: 6940
Position Number: 00006322 Level/Range/Grade: 1
FLSA Code: Exempt Non-Exempt Time Base: Check box if Intermittent
Pay Plan: 10/12 month 11/12 month 12/12 month CBU/MOU: R06-Skilled Crafts SETC

B. POSITION PURPOSE

The Facilities Maintenance Mechanic is a skilled generalist, independently performing a wide range of skilled journey-level trade work in one trade, such as electro-mechanical, with strong skills in other trades. Under general supervision of the Associate Director of Facility Operations & Projects, the Facilities Maintenance Mechanic performs a variety of skilled preventive and general maintenance, repair, construction, and renovation of facilities and systems, including, but not limited to HVAC, plumbing and electrical systems. Incumbent responds to routine and non-routine maintenance and service requests, operates, tests, installs, diagnoses, repairs, and performs corrective and preventive maintenance to ensure maintenance objectives are met. Responsibilities include preparing cost estimates for labor and materials, ordering materials, fabricating parts, maintaining tools and equipment, maintaining records and retrieving work related data using manual and/or computerized record keeping systems, preparing standard reports, and consulting with other trades workers.

SPECIAL REQUIREMENTS/DESIGNATIONS OF THE POSITION:

California State University, Chico, in accordance with CSU policy, requires that the successful candidate complete a background check (including a criminal records check, sexual offender registry check, and/or fingerprinting) prior to assuming this position. Failure to satisfactorily complete or pass the background check may impact the job offer or continued employment of current CSU employees who apply for posted positions identified as sensitive. This position is considered a sensitive position based on CSU guidelines.

The duties of this position will include participation in a decision that may have a material/financial benefit to the incumbent. Therefore, this is a "designated position" under the California State University's Conflict of Interest Code and the incumbent will be required to file a Form 700: Statement of Economic Interest and is subject to the regulations of the Fair Political Practices Commission. (Group/Category: Procurement Card Holder, 2) Note this designation is applicable only if Procurement Card is issued.

This position as set forth in CSU Executive Order 1083, revised July 21, 2017 is not designated as a required mandated reporter under the California Child Abuse and Neglect Reporting Act.

Throughout employment in this position incumbent must maintain a valid California Driver's License as well as continued completion and compliance of the CSU Defensive Driver's Training course.

The successful candidate might be required to pass a post-hire respiratory Medical Evaluation

A baseline audiogram is required for this position

C. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

NOTE: This Position Description is intended to give an overview of the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties and responsibilities of this position. Other functions may be assigned as deemed necessary.

Does this position include Work Lead Responsibilities? No _____

List Functional Category with Responsibilities:

% of Time	Priority Weight
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SKILLED MAINTENANCE REPAIR AND RENOVATION:

- * Operate, install, test, diagnose, repair and perform corrective and preventive maintenance on mechanical facilities equipment and systems including HVAC and plumbing systems.
- * Perform electrical maintenance and repair work including work on low voltage control systems.
- * Use computerized maintenance systems to ensure preventive maintenance program objectives are met.
- * Respond to routine maintenance and service requests.
- * Perform a wide range of facilities renovation, maintenance, and repair work.
- * Estimate costs of materials and labor.
- * Determine the priority for requisitioning materials and supplies.
- * Read, interpret and work from plans and drawings.
- * Analyze and respond appropriately to emergency situations and after-hours maintenance requests per the collective bargaining agreement between CSU and SETC (Unit 6) article 23
- * Provide technical instruction and direction to unskilled and semi-skilled assistants.
- * Perform welding to make repairs, fabricate or construct parts.
- * Monitor contractor performance and work progress.
- * Ensure safe work practices are followed when performing duties and assignments, in accordance with University standards and guidelines, Federal and California State statues and regulations, county and city regulations and ordinances, as applicable.
- * Ensures work is completed in a timely and cost effective manner.
- * Perform other duties as assigned.

90%	
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OPERATIONAL DUTIES:

- * Complete all labor sheets and time cards.
- * Work with procurement to order materials as needed.
- * Perform/attend trainings as directed or required.
- * Maintain/safeguard tools and other personal protective equipment.
- * Use manual and/or computerized record keeping systems, to maintain and retrieve work related information or data.
- * Prepare standard reports.

10%	
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Total should equal 100% Time and 100 Weight	Total	100%	0
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D. GENERAL GUIDELINES AND EXPECTATIONS

1. Represents the University promoting a positive public image.
2. Acknowledges, respects, and values each individual.
3. Applies the highest standard of excellence to the delivery of service to our customers and community.
4. Demonstrates an open, participatory, team-oriented style; working cooperatively toward the achievement of your department's mission and goals; and demonstrating flexibility and adaptability regarding changes.
5. Keeps commitments. Notifies supervisor if a deadline cannot be met by describing what measures can be taken to correct the situations.
6. Maintains knowledge and skills at a level necessary to perform work.
7. Adheres to established work hours including starting time, and lunch and rest breaks. Provides appropriate planning and notice for all absences.
8. Is fiscally responsible with the organization's equipment, property and funds.
9. Adheres to the highest level of professionalism by demonstrating honesty, integrity and reliability. Encourages others to act in this professional manner.
10. Demonstrates the ability to effectively establish and maintain cooperative working relationships with a diverse multi-cultural environment.

Additional Guidelines and Expectations

Replace this text with any additional guidelines and expectations. This box will expand as needed when you tab to next field.

E. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. Demonstrated Knowledge, Skills and Abilities

Must have the knowledge, skills and abilities to perform the responsibilities of this position as stated in the sections for Essential Functions and Responsibilities, Work Lead Responsibilities (if applicable) and General Guidelines and Expectations.

KNOWLEDGE:

Must possess:

Thorough knowledge:

* Of the methods, materials, equipment and tools used in one skilled trade area.

* Generally accepted trade practices in trade specialty.

Working knowledge of:

* Materials, methods, equipment and tools in related trade areas pertaining to facilities, systems, construction and renovation.

* Computerized maintenance and building automation systems.

* Applicable building and safety codes and regulations related to facilities, systems and renovations.

ABILITIES:

Must be able to:

* Demonstrate journey-level skill in one trade and strong skills in other applicable trades.

* Work effectively in a team or independently as necessary.

* Customer service to include effective communication with the campus community in a friendly and professional manner.

* Operate construction and related equipment.

* Use considerable judgment and discretion in performing duties.

* Read, interpret and work from blueprints, plans, drawings, and specifications and make rough sketches.

* Estimate cost, time and materials of maintenance, repair and renovation work.

* Maintain records and retrieve data related to work performed, using manual and computerized record-keeping systems.

* Prepare standard reports.

* Provide instruction to unskilled and semi-skilled assistants.

* Analyze and respond to emergency situations.

* Read and write and perform arithmetic calculations, at a level appropriate to the position.

2. Education and/or Experience

The abilities listed above would normally be acquired through the full-time equivalent of 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.

F. PHYSICAL REQUIREMENTS

The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent/applicant will need to be able to perform the essential job functions (duties) of this position with or without reasonable accommodation. Incumbent must be able to lift, push, pull, or carry objects not to exceed 50 lbs., ascend and descend ladders and stairs, bend, turn, and support body repeatedly or continuously in one position for extended period of time, reach and use hands to operate equipment/tools, move/walk on uneven surfaces, including job sites, in order to perform work. Also, requires the need to travel across campus to other buildings. Also refer to the Physical

G. WORK ENVIRONMENT

Work is primarily performed in, on, and around campus facilities including offices, labs, classrooms, etc., both indoors and outdoors, year round, and some areas such as equipment rooms or crawl spaces, are cramped and without heating or cooling capabilities. May be exposed to dirt, dust, noise, odors and/or fumes. Personal protective equipment such as a hard hat, eye protection, steel-toed shoes, gloves, etc., are required, to ensure safety. This position requires working with hazardous materials. Employees working with hazardous materials will receive training in hazardous materials management procedures, which includes emergency information, spill response procedures, hazard communication, and storage, handling and labeling procedures. Annual training shall be required for all employees working with hazardous materials. Also refer to the Physical Requirements & Work Environment form regarding this position.

H. PREFERENCES - This section is for recruitment purposes only

Please indicate what special skills, education or knowledge are preferred.

I. ADDITIONAL RECRUITMENT INFORMATION - This section is for recruitment purposes only

APPROVAL

In Order of Approval

Incumbent: _____ Date: _____

Appropriate Administrator: _____ Date: _____

Vice President (or Designee): _____ Date: _____

Classification/Compensation: _____ Date: _____