

Facilities Maintenance Mechanic

PD No.:PD-5373

POSITION DESCRIPTION INFORMATION

POSITION INFORMATION

Type of Action Requested:*	Replacement
Internal Team:*	ST-Building Maintenance - 44200
Job Code/Employee Classification:*	Facilities Maintenance Mech <u>Job Code: 6940</u>
Classification Title:	Facilities Maintenance Mechanic
MPP Job Code:	
Position Number:	No position selected.
CSU Working Title:*	Facilities Maintenance Mechanic
Range/Grade:	6940-RANGE A-Grade-1
Reports to Supervisor:	Manesh Chand
Reports To:*	Facilities Maintenance Manager <u>Position no: ST-00003728</u>
Campus:*	Stanislaus
Division:*	Business & Finance
College/Program:*	Business & Finance
Department:*	Building Maintenance - 44200
FLSA Status:	Non-Exempt
Hiring Type:	Probationary
Workplace Type (Exclude Inst Fac):	On-site (work in-person at business location)
Pay Plan:	12 Months
Pay Plan Months Off:	

POSITION DESIGNATION

Mandated Reporter:*	Not mandated
Conflict of Interest:*	None
NCAA:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this a Sensitive Position?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Care of People (including minors) Animals and Property:	No
Authority to commit financial resources:	No

- Access/control over cash cards and expenditure:** No
- Access/possession of master/sub-master keys:** Yes
- Access to controlled or hazardous substances:** No
- Access/responsibility to personal info:** No
- Control over Campus business processes:** No
- Responsibilities requiring license or other:** Yes
- Responsibility for use of commercial equipment:** Yes
- Is this a Campus Security Authority (CSA):** Yes No

Serves a security function:

Designated recipient for crime/misconduct reports:

Significant responsibility for Student Activities:

Significant responsibility for Campus Activities:

Job Summary/Basic Function:*

Under the general direction of the Facilities Maintenance Manager and the day-to-day lead direction of the Facilities Project Supervisor, the Facilities Maintenance Mechanic is a skilled generalist who will independently perform a variety of skilled construction, renovation and general maintenance work on facilities and systems.

Minimum Qualifications:*

- Education: None required.
- Experience: 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 demonstrated the achievement of journey-level skills equivalent to that acquired through completion of an applicable apprenticeship program.

Required Qualifications:

- Thorough knowledge of the methods, materials, equipment and tools used in one skilled trade area.
- Working knowledge of materials, methods, equipment and tools in related trade areas pertaining to facilities, systems, construction and renovation.
- Thorough knowledge of generally accepted trade practices in trade specialty.
- 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.
- Demonstrated journey-level skill in one trade and strong skills in other applicable trades.
- Ability to operate construction and related equipment.
- Ability to use considerable judgment and discretion in performing duties.
- Ability to read, interpret and work from blueprints, plans, drawings, and specifications.
- Ability to make rough sketches.
- Ability to estimate cost, time and materials of maintenance, repair and renovation work.
- Ability to maintain records and retrieve data related to work performed using manual and/or computerized record-keeping systems.
- Ability to prepare standard reports.
- Ability to provide instruction to unskilled and semi-skilled assistants.
- Ability to analyze and respond to emergency situations.
- May be required to possess a California Driver's License valid for the operation of any vehicle or equipment they are required to maintain and operate.
- A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU.

Preferred Qualifications:

- Previous experience in a higher education setting.
- Completion of an applicable apprenticeship program.
- Ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.
- Ability to recognize and accommodate changing priorities; meet short and long term deadlines/goals; and complete routine tasks despite intermittent interruptions. This includes managing multiple tasks and working proactively to avoid crisis and backlog.
- Ability to initiate establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere while establishing effective working relations with a diverse population.

Special Conditions:

License / Certification:

Supervises Employees:* Yes No

If position supervises other employees; list position titles:

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
55	<ul style="list-style-type: none"> • Perform a wide range of facilities renovation, maintenance and repair work; including wall framing, installation of insulation, drywall hanging, taping and finishing, suspended ceiling installation and repair. • Estimate costs of materials and labor; • Determine the priority for requisitioning materials and supplies; • May perform welding to make repairs and fabricate and construct parts. • May operate, test, install, 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; • Respond to routine maintenance and service requests; • May provide instruction and direction to unskilled and semi-skilled assistants. 	Essential
25	Perform maintenance and repair work including walkways, replacing tile, repairing damaged walls, doors, furniture, hardware, etc.	Essential
15	Construct minor structures, including foundation work, interior and exterior walls and ceilings, framing and roofing.	Essential
5	Other duties as assigned.	Essential

Physical Mental and Environmental Demands

**** Physical Mental and Environmental Requirements Must be Completed for all Positions ****

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:	Constantly - Essential
Climbing:	Constantly
Concentrating:	Constantly
Crawling:	Constantly
Decision Making:	Frequently
Keyboarding and Mousing:	Occasionally
Lifting or Carrying up to 10 lbs.:	Constantly - Essential
Lifting or Carrying up to 25 lbs.:	Constantly - Essential
Lifting or Carrying up to 50 lbs.:	Constantly - Essential
Lifting or Carrying over 50 lbs.:	Frequently - Essential
Performing Calculations:	Frequently - Essential
Pushing or Pulling:	Constantly
Reaching Overhead:	Constantly
Repetitive Motion of Upper Extremities:	Constantly
Sitting:	Constantly
Standing:	Constantly
Stooping Kneeling or Squatting:	Constantly
Walking:	Constantly

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1

Description:

Other Physical and Mental Req No.1 Frequency:

Other Physical & Mental Requirement No. 2

Description:

Other Physical and Mental Req No.2 Frequency:

Other Physical & Mental Requirement No. 3

Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

Environmental Requirements

Drive motorized equipment:	Constantly - Essential
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Excessive Noise:	Constantly
Hazards:	Constantly
Outdoor:	Constantly
Elevated Work:	Constantly
Extreme Temperature (hot or cold):	Constantly
Indoor (Typical office environment):	Frequently