

Employee Name:



MPP / Staff Position Description

HUMAN RESOURCES USE ONLY	
Conflict of Interest (COI) Designated: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>MPP Positions Only</u>
Mandated Reporter: <input type="checkbox"/> Limited <input type="checkbox"/> General <input checked="" type="checkbox"/> N/A	MPP Job Code:
Review Date: April 2024	Job Family:
	Job Function:
	Job Category:

Mandated Reporter Per CANRA YES NO

The person holding this position is considered a 'mandated reporter,' under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Please Note: A current and accurate signed Position Description is required for each MPP / Staff position and must be on file in the Center for Human Resources. After completion, the Position Description should be reviewed, signed, and dated by the employee, the supervisor, and the Center for Human Resources - Classification and Compensation.

Please check one:	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Existing Position Update
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Date:	03/12/2024
Department & Division:	Facilities Services / BFA
Employee Name <i>(leave blank if vacant):</i>	
Current Classification & Grade:	Facilities Project Supervisor / 1
FLSA Status: <i>(exempt or non-exempt)</i>	Non-exempt
Working Title:	Facilities Project Supervisor
Position Number & Job Code:	10010292 / 6265

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Working Title & Position Number of HEERA Designated Appropriate Administrator:	Baro, Jaime – Assistant Director MEP, Administrator I / 10000283
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I. FUNCTION OF THE EMPLOYING UNIT:

State the basic purpose of the Department/Unit in one brief paragraph. Include the division’s DEI statement here.

The Division of Business and Financial Affairs is responsible for ensuring a safe, productive campus environment while providing the highest quality service in support of academic excellence through thoughtful stewardship of financial, technological, infrastructure and human resources at San Diego State University.

SDSU Facilities Services (FS) is a customer-service based organization providing facility maintenance activities through a transparent and deliberate process. It is responsible for the operation, maintenance, repair, renovation, remodel, and alteration activities in support of the academic and research mission of the university. Facilities Services employs approximately 250 employees and supports approximately eight million square feet of buildings (including residence halls and parking structures) and 280 acres of improved and unimproved land.

II. PURPOSE OF POSITION:

State the basic purpose of the position in one to three specific statements.

- **Facilities Project Supervisor** – Under general supervision, assists in the development of specifications for new construction or building alterations, for the implementation of maintenance and repair of existing facilities, the renovation of existing space and the performance of new construction. Prioritizes and coordinates the work of a multi-disciplinary team, laying out, directing, and assisting the work of other skilled and semi-skilled workers in the performance of a wide variety of trade-related work. Works with other supervisors and Department representatives to create schedules of work. Ensures projects are implemented in compliance with applicable codes and regulations. Works with outside consultants, as needed.
- **Expectations** – Provides a thorough and accurate accounting of time and materials. Completes all routine work and additional duties as assigned. Consistently meets university needs in a timely and professional manner. Completes every project or task while following departmental and university standards. Maintains an accurate attendance record, is punctual, and consistently meets deadlines. Ensures customer satisfaction is a priority in all actions and communications. Seeks feedback, is responsive to stakeholders, and takes appropriate action for every situation. Safely maintains equipment and preserves a clean working environment.

Provides a proactive and comprehensive preventive maintenance program for the university community. Participates in the efficient and successful completion of projects while respecting the learning environment and the educational mission of the university. Responds to emergencies to protect life-safety, property, the educational mission, and the reputation of San Diego State University.

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Performs work in a manner that supports and facilitates the mission of Facilities Services and the university community. Maintains positive and cooperative working relationships with the campus community by consistently demonstrating respect and dignity. Exhibits restraint, fairness, and a helpful demeanor. Works effectively to understand by carefully listening and working to be understood.

Effectively communicates and successfully interacts with individuals in a diverse environment at all levels of the organization. Maintains confidentiality and works appropriately within the department hierarchy. Communicates effectively to resolve problems and proactively resolve conflicts or disagreements in the workplace. Makes suggestions and asks pertinent questions to facilitate effective communication.

Performs strenuous physical work while using appropriate trade skills, logic, and hand-eye coordination. Adheres to all safety protocols while resolving problems and identifies opportunities to improve safety in the workplace. Works to instill in others the importance of workplace safety rules and regulations and takes appropriate actions. Conducts hazard assessments and applies controls as appropriate to address/mitigate hazards; promptly follows up with health and safety risks, taking appropriate action(s), and provides necessary reports and documentation.

III. CHANGES IN RESPONSIBILITIES:

- N/A

IV. MAJOR RESPONSIBILITIES:

Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Indicate the approximate percentage of time spent in each (percentages should not be less than 5%). The percentage must total 100%.

Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none">● Program Development – Provides project leadership and represents the work unit within and outside the organization. Coordinates and monitors work to ensure completed work is done in compliance with contract documents. Assists in the development of supporting documents as required for cost analysis and material review and for department approval. Works with trades staff and outside consultants to develop plans and specifications as required for university projects implemented by Facilities Services trades. Specifies and coordinates appropriate construction practices and approaches, determines alternatives as may be needed to deliver projects on time and within budget.	35%

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Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none"> ● Project Management - Conducts pre-construction “walk through” of project with trades, contractors, consultants, and university personnel. Provides support during the implementation phase in clarification of project scope and intent. Coordinates and expedites procurement of additional materials required due to scope changes or unforeseen conditions, ensures the requestor's needs are adequately addressed while maintaining compliance with all applicable codes, regulations, workplace practices and budgets. Accomplishes construction and maintenance project results by defining project purpose and scope; calculating resources required; establishing standards and protocols; allocating resources; scheduling and coordinating staff and contractors; evaluating milestone assumptions and conclusions; resolving design problems; evaluating and implementing change orders. 	20%
<ul style="list-style-type: none"> ● Work Coordination - Collaborates with the Facilities Services Project Management group to interpret requestors’ needs and forecast available Facilities Services materials and manpower to plan for project implementation by Facilities Services; assists in the development, interpretation, and initiation of required plans and specifications; coordinates work schedules and sequence of work to meet needs of requesters and construction objectives as needed or may be necessary for timely response to estimate requests for potential projects, calculates shop estimates for both labor and material costs; on specific projects, works with other trade supervisors to create schedule of work. 	20%
<ul style="list-style-type: none"> ● Daily Work Assignments – Makes shop work assignments, monitors work in progress and inspects completed work to ensure compliance with project documents. Calculates shop estimates as needed, assigns work to project teams or building repair teams, makes work assignments to other shop personnel in the absence of shops’ supervisors, and conducts progress inspections. Maintains records and retrieves data related to work performed using manual/computerized record-keeping systems; prepares standard reports; keeps accurate accounting of job/project costs and is responsible for tracking and entering daily labor on the automated facilities management system; keeps daily records for all multi-trade projects performed by shop personnel; completes necessary documentation for work orders. 	20%
<ul style="list-style-type: none"> ● Other duties as assigned 	5%
Total =100%	
	100%

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V. LEAD WORK DIRECTION OVER OTHERS:

List of individuals the incumbent supervises/leads. Indicate the type of supervision, whether direct (directly supervises the position and conducts performance evaluation) or general (acting in a lead capacity or assigning work).

Classification	Working Title	Type of work direction (Direct or General)
Trade Shop Supervisors	Supervisors	General
Trades Personnel	Unit 6 employees	General

VI. POSITION REQUIREMENTS:

A. List education and years of experience required that are based on the classification standards.

- Two years of experience working as a journey-level crafts worker in one or more building trades including one year in a lead/supervisory capacity. Must have demonstrated achievement of journey-level skills equivalent to those acquired through the completion of an applicable apprenticeship program.

B. Skills, knowledge, and abilities required for this position that are based on the classification standards.

- Possesses journey level skills in one of the building trades, and a high level of skill in a variety of building and mechanical trades to perform duties independently, competently, and safely.
- Ability to analyze and troubleshoot problems across multiple trade functions.
- Ability to perform necessary journey level repairs independently.
- Journey level knowledge or theories, codes, procedures, and general trade practices in applicable trade areas.
- Demonstrates an ability to follow instructions and complete tasks assigned on a daily basis.
- Ability to maintain records and retrieve data using manual and/or computerized record-keeping systems; prepare standard reports.
- Ability to drive and operate equipment related to the construction, demolition, maintenance, and alteration of campus facilities and appurtenances.
- Ability to evaluate and respond appropriately to emergency situations.
- Ability to provide excellent customer service and work cooperatively with a diverse campus population.
- Must have thorough knowledge of the methods, materials, tools, and equipment used in the building and construction trades; effective supervisory practices and techniques; job design and work sequencing related to construction projects; and applicable state and federal safety, building and construction codes and regulations.
- Ability to operate all applicable building tools and equipment.
- Ability to plan and direct the work of skilled, semi-skilled crafts workers and their assistants.

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- Determine staffing, material and equipment needs for multiple jobs.
 - Ability to read blueprints, work from plans and specifications, and prepare rough sketches.

C. Specialized skills required for this position.

- N/A

D. License and Certification Required (I.e., Driver's License and Grade, Certification, etc.).


- Valid California Driver's License required.

VII. PREFERRED QUALIFICATIONS:

- Five years of verifiable employment experience performing work in one or more of the following trades: Masonry, Carpentry, Roofing, Locksmith, Mechanical, HVAC, Electrical or Plumbing, or closely related field; technical school trades certification may substitute for one year of work experience.
- Asbestos, lead, and mold abatement experience.
- Prior experience, within three years, at a similar higher education environment, or a large multi-building facility environment.
- Experience using a computerized maintenance management system.
- Bachelor's degree in construction related field, such as construction science, architecture, construction engineering, and/or experience as a trades-worker.
- Prior experience at a similar higher education environment, government, or a large multi-building facility environment.

VIII. SIGNATURES:

The signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to the position. (Limited to 3 Signers as listed below)

Incumbent's Signature/Acknowledgment		Date
		May 15, 2024
Appropriate Administrator Signature		Date
Classification & Compensation Services		Date

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Attachment A

Complete for all positions

To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.

Physical Summary: Choose one description out of the categories below that best describes this position.

- Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).
- Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.
- Medium Work:** Job involves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.
- Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent's time will be spent walking, standing, squatting, kneeling, or climbing.

Use the codes below for each of the items which most accurately describe the extent of the specific activity performed in this position.

"C" = constantly or 6-8 hours per day

"F" = frequently or 3-6 hours per day

"O" = occasionally or up to 3 hours per day

"N" = never

Physical Requirements of the Position		Mental Requirements of the Position	
F	Bending (neck)	F	Reading & Comprehending
O	Bending (waist)	F	Writing
O	Climbing	O	Performing Calculations
O	Crawling	C	Communicating Orally
O	Kneeling	C	Reasoning & Analyzing
O	Pushing/Pulling	F	Decision Making
O	Sitting	F	Directing/Coordinating Others:
O	Squatting		Other:
F	Standing	Environmental Working Conditions	
F	Twisting (neck)	F	Exposure to variations in temperature/humidity
F	Twisting (waist)	O	Exposure to chemicals, gases, dust or fumes
F	Walking	F	Operates machinery or drives motorized equipment
F	Handling Objects	O	Exposure to bio-hazards
F	Manual dexterity	F	Working in normal office environment
O	Reach above/below shoulder	F	Working outside with various weather conditions
O	Using foot controls	O	Uses specialized equipment
	Other:	O	Other: Dons proper PPE as necessary

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Attachment B

Complete for all positions

Sensitive Position: For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the [CSU Background Check Policy](#).

Consideration for designation as a sensitive position per HR Technical Letter 2017-17		
1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a).
2. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Access to Level Protected Level 1 Data: (i.e., Passwords, DOB, Credit Card Numbers, SSN's, Medical Data, Law Enforcement Records, etc.) - Link to or incorporate ICSUAM pages.
3. Does this position have access to student records?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	FERPA (Access to student education records)
4. Is the position responding for recording/reporting Clery Data?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Clery Act Basics
5. Does the position have access to protected health information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	HIPAA
6. Will this position be an active/participating member of the SDSU Emergency Operations Team?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	EOC Member
7. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Motor Vehicle Records/Licensing Check is required. CA Defensive Driver
8. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 1
9. Does the position influence or make decisions regarding the purchase of goods, service, or construction work? Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	COI CAT 2

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10. Does the position influence or make decisions regarding the investment of SDSU/CSU funds.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 5
11. Does the position influence or make decisions regarding the sale of campus goods, services, products, or commodities (including agricultural commodities), which are sold by the campus?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 6

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Attachment C

Complete for **MPP Positions Only**

Mental Effort:

Enter frequency of occurrence for all applicable activities using the following key:

1=Never Occurs 2=Seldom Occurs 3=Sometimes Occurs 4=Occurs Often 5=Almost Always Occurs

<u>Planning</u>		<u>Staffing</u>	
	Forecast		Define Roles
	Set Program Goals		Give Input to Position Descriptions
	Determine Budget Allocations		Determine Selection Criteria
	Establish, Implement, Revise Policies		Recruit/Interview/Select
			Orient Staff
<u>Organization</u>		<u>Employee Relations</u>	
	Describe Relationships Between Functions		Initiate Corrective Action
	Define Department/Divisional Structure		Authorize Formal Discipline
	Establish Priorities to Meet Goals		Administer Collective Bargaining Agreements
	Schedule Work for Employees		Prepares/Investigates Grievance Awards and Complaints
	Implement procedures		Formulates/Represents University Position for Formal Grievances/Complaints
	Determine work methods		
	Balance multiple tasks/projects		
<u>Direction/Leadership/Supervision</u>		<u>Performance Evaluations</u>	
	Educate		Determine Performance Standards
	Delegate		Authorize/Approve Awards
	Coordinate		Prepare Performance Evaluations
	Coach/Train/Develop		Observe/Follow-Up on a Daily Basis
	Recommend Formal Training		Correct Work/Behavior Problems
	Motivate		
	Instruct/Demonstrate		
	Schedule Staff/Readjust Schedule		
<u>Organization</u>		<u>Other</u>	
	Describe Relationships Between Functions		
	Define Department/Divisional Structure		
	Establish Priorities to Meet Goals		
	Schedule Work for Employees		
	Establish deadlines		
	Implement procedures		
	Determine work methods		
	Balance multiple tasks/projects		

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Attachment D

Department Organization Chart

Instruction: Please insert an image of your department's organization chart and highlight where this Position Description falls within the chart.

