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|  | Date Revised: 11/09/22 |
| STAFF Position Description |

**Instructions:** C*omplete this form for all staff positions. The form is also used to request a classification review of a currently filled position, or to update a position description with no review requested. After completion of the form, a signed copy should be given to the employee (if the position is filled), one copy forwarded to the Office of Human Resources (*[*hrclass-comp@csun.edu*](mailto:hrclass-comp@csun.edu)*), and the original electronic version maintained by the department.* [NOTE: This form is unlocked; you will need to **Ctrl + Click** to open links.]

**A. Action Requested**

Request a New position OR  Fill a Vacant position *(Must initiate through online recruitment)*  
 Initiate a Classification Review for a filled position

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| **Requestor:**  Employee OR  MPP Administrator | **Name:** |

Update an existing position description *(no review requested)*

New Employee/Appointment acknowledgment of the position description *(no review requested)*

*(Employee should be given full position description within one week of start date)*

**B. Current Information**

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| **Name of current incumbent:** *(if filled)* | | | | | | | | **Employee ID #:** | |
| *Or if vacant*, *name of previous incumbent*: Ryan Lau | | | | | | | | | |
| **Classification Title:** Air Conditioning/Refrigeration Mechanic | | | | **Job Code:** 6699 | | | **Grade:** 1 | **Position #:** 99740074 | |
| **Working Title:** *(optional*)  Refrigeration Mechanic | | | | | | [**FLSA**](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf) **Status:** Nonexempt  *(See link to* [***CSU FLSA/Job Code List***](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf)*)* | | | |
| **Department ID:** 10017 | **Department Name:** Physical Plant Management, Mechanical Services | | | | | | | | **Time Base:** 1.00 |
| **Lead** *(Staff lead, if applicable)*  **Name:** Oscar Babers | | **Classification Title:**  Facilities Project Supervisor | | | **Working Title:**  Interim HVAC & Central Plant Supervisor | | | | |
| **MPP Administrator/Department Chair** *(Reports To)*  **Name:** Coleen Barsley | | | **Working Title:**  Assistant Director, Engineering Services | | | | | | |

*Please attach an org chart, if requesting a reorganization (current and proposed) (See link to* [***Campus Org Chart***](https://www.csun.edu/hr/orgchart)*)*

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| **Is this a sensitive position as designated by the CSU?**  Yes  No *(See link to* [***Sensitive Positions Table***](http://www.csun.edu/sites/default/files/sensitive-positions-table1.pdf)) |

**C. Position Purpose** *(Hint: Complete Section D. first and then summarize position’s purpose; typically between 2 to 5 sentences)*

*Please briefly describe the primary function, nature, and scope of the position.*

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| Under general supervision this position performs responsible work involving all aspects of the operation, installation, maintenance and repair of building and auxiliary Heating, Ventilation and Air Conditioning (HVAC) systems. This position requires a high degree of technical knowledge to act as a diagnostician in the operation of HVAC systems on campus. Responsible for the operation, maintenance and repair of HVAC and refrigeration equipment/systems and related building automation systems. Incumbents in this series also install, maintain, service, inspect and repair the mechanical, electrical, electronic and digital controls associated with these systems, either in a central plant or in decentralized centers across a campus. |

**D. Major Duties**

*Describe each major set of responsibilities assigned to this position (typically 4 to 7) listing them in order of importance. Indicate the approximate percentage (minimum of 5% for a given major duty, with the total equaling 100%) of time spent in each area of responsibility, estimated over a year timeframe. Miscellaneous or other duties as assigned should be 5%.*

*Indicate duties, which are “****essential functions****” by checking the Essential box in the right column (15% or greater to be considered essential).*

*The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the “****essential functions****”, which is intrinsic to the work.* ***A function may be essential because******1)*** *the position was established to perform the function;* ***2)*** *a limited number of employees are available to perform the function; and/or* ***3)*** *removing the function would fundamentally change the position.  (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).*

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| **Description of Duties** | **% of Time Total = 100** | **Essential  (Minimum 15%)** |
| This position is responsible for the full range of the operation, maintenance and repair of complex refrigeration, HVAC systems and support equipment. Installs, troubleshoots, calibrates, services, repairs and maintains heating, refrigeration, and HVAC systems, equipment, instruments and controls using electrical, electronic, pneumatic or digitally controlled systems; oils, cleans, adjusts, overhauls, and repairs motors, condensers, compressors, oil and vacuum pumps, and similar equipment; performs major overhauls involving disassembly and inspection of all parts, replacement of defective and worn parts, reassembly of equipment instruments and/or controls, and the testing of equipment to ensure proper functioning; locates and diagnoses malfunctions using a wide variety of test equipment and instruments; analyzes the efficiency of campus heating, refrigeration, and air conditioning systems and recommends actions for improvement; responds to service requests; diagnoses problems in the distribution of air to individual rooms and buildings and makes necessary adjustments; maintains inventory and records; and orders parts and supplies. Drives carts and other vehicles across campus multiple tmes per day in performance of duties. | 60 |  |
| This position provides technical assistance to Energy Management System (EMS) technicians in the proper operation, maintenance and repair of complicated HVAC systems. Utilizing an EMS, this position troubleshoots HVAC problems; variable air volume (VAV) terminal units; Constant Air Velocity (CAV) terminal units and other types of technical units and their associated controls. This position assists in new installations of HVAC equipment. Assures all safety rules and regulations are adhered to. Acts as a team member on project work and coordinates with other areas within the department. Completes reports and required documentation; assists the other crafts as assigned; provides excellent customer service and interaction with others. | 35 |  |
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| Other duties as assigned related to position. | 5 |  |

**E. Physical and Cognitive Demands; and Environmental Conditions**

*Check the appropriate box for each of the following items that most accurately describes the minimum extent of the specific activity performed by this position. Based on a typical workweek.*

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| **PHYSICAL DEMANDS** | **Greater than**  **50%** | **Less than**  **50%** | **N/A** |  |  | **Greater than**  **50%** | **Less than**  **50%** | **N/A** |
| 1. Key Boarding and Mousing |  |  |  |  | 1. Lifting or Carrying |  |  |  |
| 1. Repetitive Motion of upper extremities |  |  |  |  | 1. Up to 10 lbs. |  |  |  |
| 1. Hearing |  |  |  |  | 1. Up to 25 lbs. |  |  |  |
| 1. Sight |  |  |  |  | 1. Up to 50 lbs. |  |  |  |
| 1. Sitting |  |  |  |  | 1. Over 50 lbs. |  |  |  |
| 1. Standing |  |  |  |  | 1. Pushing or Pulling |  |  |  |
| 1. Walking |  |  |  |  | 1. Up to 10 lbs. |  |  |  |
| 1. Bending *(from waist or neck)* |  |  |  |  | 1. Up to 25 lbs. |  |  |  |
| 1. Climbing *(Ladders, stairs or stools)* |  |  |  |  | 1. Up to 50 lbs. |  |  |  |
| 1. Stooping, Kneeling, or Squatting |  |  |  |  | 1. Over 50 lbs. |  |  |  |
| 1. Reaching |  |  |  |  |  |  |  |  |

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| **ENVIRONMENTAL CONDITIONS** | **Greater than**  **50%** | **Less than**  **50%** | **N/A** |
| 1. Inside *(Typical office environment)* |  |  |  |
| 2. Elevated Work *(Raised platform/scaffold)* |  |  |  |
| 1. Extreme Temperature *(hot or cold)* |  |  |  |
| 1. Outdoor |  |  |  |
| 1. Hazards |  |  |  |

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| **OTHER**  *Describe any additional demands/conditions or special circumstances (including special schedules) that are pertinent to the position.* |
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**F. Equipment** *List any special software and machines, tools, and equipment used on a regular basis.*

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| **Type** | **Purpose and Desired Results** |
| *Example A1) Lawn Mower Example B1) Microsoft Word* | *Example A2) Mowing grass Example B2) Create or update documents* |
| Numerous test devices | Troubleshooting HVAC Equipment |
| Various hand tools | Repairing HVAC Equipment |
| Refrigerant Recycle Reclaim equipment | Reclaiming refrigerants |
| PC Computer/MS Office | Reports |
| Computerized Maintenance Management System | Work orders |

**G. Training and/or Licenses; and Additional Experience, Knowledge, Skills, and Abilities**

**(A). Training and/or Licenses:** *List required and preferred training, licenses or certifications. If a license is required for any position outside of the* [*CSU Professional License Table*](https://www.calstate.edu/hrpims/pims/Appendix/professional_license_table.htm)*, a justification must be provided in description.* ***\*****Any CSU/CSUN “Required” training will be provided after starting the appointment.*

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|  | **Required** | **Preferred** | **N/A** |
| **\***CSU Sexual Harassment Prevention / Title IX / Data Security Training *(Required for ALL employees)* |  |  |  |
| **\***CSUN Procurement Card (P-Card) Training |  |  |  |
| **\***CSUN [Defensive Driver Training](https://www.csun.edu/ehs/request-defensive-driving-powered-cart-training)  and Powered Cart/Low Speed Vehicle Safety Training (if appl) |  |  |  |
| CA Driver’s License |  |  |  |
| EPA Universal Certification |  |  |  |
| **(B). Additional Experience, Knowledge, Skills, and Abilities:***List additional knowledge, skills, abilities and unique experience. Human Resources will determine the minimum qualifications based on the CSU Classification Standards.* | | | |
| Journey Level Status | | | |

**H. Lead or Oversight of Other Positions**   Yes  No (Please list below) *List positions (including Student Assistants and Volunteers) that incumbent will lead, oversee or provide direct or general work direction, if applicable. (Generally, non-MPP Staff may lead, oversee, coordinate, and provide input for hiring and evaluations to MPP Administrators. Management and supervision authority is held at the MPP Administrator level.):*

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| **Working Title** *(if applicable)* | **Classification Title** | **Position Number(s)** |
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**I. Changes in Position**

*Summarize the changes (including minor updates, additions, and removals) that have been made to the position since it was last reviewed.*

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**J. Signatures** *(Print, sign and date below)*  **EMPLOYEE** (*Acknowledgement of reading and receiving a copy of this job description*)

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| **Employee:** | **Signature:** | **Date:** | **Extension:** |
| **LEADS / MPP ADMINISTRATORS** (*Acknowledgement that the information is accurate*) | | | |
| **Non-MPP Lead:** *(if applicable)*  **Oscar Babers** | **Signature:** | **Date:** | **Extension:**  **2919** |
| **1st level MPP Administrator/Dept. Chair:** *(required)*  **Coleen Barsley** | **Signature:** | **Date:** | **Extension:**  **5396** |
| **2nd level MPP Administrator:** *(if applicable)*  **Douglas Wells** | **Signature:** | **Date:** | **Extension:**  **5988** |
| **3rd level MPP Administrator:** *(if applicable)* | **Signature:** | **Date:** | **Extension:** |
| **4th level MPP Administrator:** *(if applicable)* | **Signature:** | **Date:** | **Extension:** |