



**POSITION DESCRIPTION / CLASSIFICATION REVIEW FORM**

The position description is the foundation for recruitment, determination of classification, formulation of work plans and the basis for performance management and evaluations. Supervisors are expected to review the position description with the employee: (1) when the employee begins the new assignment; (2) when the position description is revised; and (3) when the position is evaluated. Please note whenever there is a substantial change in the assignment, the position description should be revised and submitted to Human Resources to determine if there is a classification impact. This form is available on the HR webpage.

<b>Name of current incumbent</b> (if filled position):		<b>Date:</b> 8/1/2024
<i>If vacant, name of previous incumbent:</i> Kenneth Simpson (Metal Worker I)		
<b>Job Code/Range:</b> 6940/1	<b>Job Classification:</b> Facilities Maintenance Mechanic	<b>Position #:</b> 5787 <b>(HR use only)</b>
<b>Working Title</b> (optional):		<input type="checkbox"/> <b>Exempt</b> <input checked="" type="checkbox"/> <b>Non-Exempt</b>
<b>Department ID:</b> D21520	<b>Department Name:</b> FM-Facilities Operations	<b>Time Base:</b> 1.0, Full-time

**A. ACTION REQUESTED:**

**Recruitment:**

- New position
- Replacement:
  - No review required
  - Review needed – substantial changes made

**Classification Review: (Section J required, Cabinet Officer signature required)**

- Initiate classification review (Organizational Chart must be attached)
- Requested by:*  Employee  Supervisor/Administrator  CSU/HR

**Update existing position description:**

- No review required
- Review needed – substantial changes made

**B. SIGNATURES:** Signature denotes that this position description is an accurate statement of assigned duties. As a supervisor, if you are not in agreement with duties described, please attach additional sheet describing the differences which will be used for additional review by Human Resources. This job description supersedes all prior job descriptions and is intended to describe the general content and essential requirements for the position listed above. It is not an exhaustive statement of duties. Management reserves the right to add or change the duties of this position as required at any time.

\_\_\_\_\_  
(Employee) (Date)

\_\_\_\_\_  
(Supervisor) (Date)

\_\_\_\_\_  
(Appropriate Administrator) (Date)

\_\_\_\_\_  
(Cabinet Officer) req'd for classif. reviews (Date)

**C. POSITION PURPOSE:** Please describe the basic primary function(s) of the position – the reason the position exists. In order to provide an accurate description of the position, please do not copy duty statements from the CSU Classification Standards.

Within the Business and Administrative Services Division, Facilities Management is responsible for creating and maintaining an environment that enables faculty and staff to fulfill the educational mission of California State University, Bakersfield through the continued maintenance of campus facilities and grounds, by providing services in a reasonable and timely manner, and by maintaining a best-in-class organization geared toward the enhancement of the educational environment.

The Facilities Maintenance Mechanic, under general supervision of the Facilities Manager, is a skilled generalist, performing at a journey-level in welding, with strong skills in other trades such as electrical and HVAC. The Facilities Maintenance Mechanic performs a variety of skilled preventive and general maintenance, repair, construction, and renovation work on assigned facilities and systems.

**D. DUTIES AND RESPONSIBILITIES:** List 4 or 5 of the most significant or major duties in order of importance as well as marginal duties. Indicate the approximate percentage of time spent with percentages of no less than 5%. Total of all duties must add up to 100%.

1) MAJOR JOB DUTIES (Essential Functions)	PERCENTAGE %
A. Building Systems Repair	70%
B. Planning & Record Keeping	20%
2) OTHER JOB DUTIES (Marginal Duties)	10%
<ul style="list-style-type: none"><li>Assist other trades in performance of routine facility maintenance.</li><li>Provide training, instruction, and direction to unskilled and semi-skilled assistants.</li><li>Perform other job-related duties and special projects as assigned.</li><li>Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.</li></ul>	

*The examples above illustrate typical work activities and are not meant to be all inclusive or restrictive.*

Total = 100%

**DUTY STATEMENTS (list major job duties again and then give examples of tasks under each heading):**

**A. Building Systems Repairs/Maintenance (70%)**

- Implement and adhere to safe working practices.
- Maintain secure, safe, and orderly shop and yard spaces which house supplies, tools, and stock of parts for equipment and furniture.
- Operate, test, install, repair, and perform corrective and preventive maintenance on mechanical facilities equipment and systems including HVAC, pool, low-voltage controls, and plumbing systems.
- Perform facility general preventive and corrective maintenance, construction, and renovation to include the trades of carpentry, electrical, plumbing, painting, HVAC, and metal work. Provide skilled preventive and maintenance, repair, construction, and renovation work in journey-level skill expertise. Examples of work include cleaning shower and sink drains, HVAC filters and condensate lines, washers and dryers, repairing drywall and painting, removing and patching rugs or tiles, repairing furniture, etc.
- Consult, coordinate, and work with other trades to perform repairs as needed.
- Perform welding and brazing to make repairs, fabricate, and construct parts for furniture, plumbing, etc.
- In consultation with the Facilities Manager, coordinate and procure materials and supplies from local vendors for maintenance and repairs of Housing East facilities.
- Maintain an appropriate shop inventory of repair parts and consumables.
- Determine, oversee, and coordinate contracted/procured maintenance and equipment repair, and maintenance services. Coordinate vendors for fire extinguishers, fire alarm testing and repairs, elevator testing and repairs, etc.
- Coordinate with Facilities Trades to assist with more complex repairs as needed.
- Ensure all repair, renovation, and construction work performed is in accordance with CSU policy; and life, safety and building codes.

**B. Planning & Record Keeping (20%)**

- Maintain and keep current records and logs.
- Assist in the development of facility and systems preventive maintenance program.
- Maintain and keep current computerized maintenance management system.
- Prepare standard and complex reports.
- Retrieve data related to work performed using manual and/or computerized record-keeping systems.
- Use computerized maintenance management systems to ensure preventive maintenance program objectives are met.
- Estimate maintenance and repair cost, time, and materials for projects.

**E. REQUIRED QUALIFICATIONS:** These should match those listed on the classification standards. Any supplemental qualifications should be listed as "preferred".

- 3) **EDUCATION AND EXPERIENCE:** Four (4) 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.
- 4) **LICENSES, CERTIFICATES, CREDENTIALS:** Possession of a valid driver's license or the ability to obtain by date of hire.
- 5) **SKILLS, KNOWLEDGE, ABILITIES (SKA's):**
  - Regular and reliable attendance is required.
  - 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.
  - Ability to demonstrate 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; 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 report.
  - Ability to provide instruction to unskilled and semi-skilled assistants.
  - Ability to analyze and respond to emergency situations.
  - Ability to read and write at a level appropriate to the position.
  - Ability to perform arithmetic calculations as required by the position.
  - Ability to ensure work is performed in sequence.
  - Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
  - 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 initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
  - Excellent communication skills; ability to effectively communicate information in a clear and understandable manner.
  - Thorough knowledge of English grammar, spelling, and punctuation.
  - Ability to interpret, communicate and apply policies and procedures.
  - Ability to maintain a high degree of confidentiality.
  - Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
  - Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
  - Working knowledge of or ability to quickly learn University infrastructure.

**F. PREFERRED QUALIFICATIONS:** Note any additional knowledge, skills, experience, certificates, education, or licenses that are desired for this position.

- Associate's degree or higher
- Six (6) to eight (8) years of increasingly responsible experience leading to journey-level skills in a mechanical or facilities/building trades.
- Certified Pool Operator, Asbestos Abator, and/or Welder.
- Knowledge of and demonstrated skill in ServiceNow or other CMMS.
- Demonstrated skills in an institutional/educational environment possessing a customer-oriented and service-centered attitude.

**G. SPECIAL CONDITIONS:**

- 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.
- **BACKGROUND CHECK:** Satisfactory completion of a background check (including a criminal records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to

satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

- **SENSITIVE POSITION:** This position is considered a sensitive position. Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.
- **MANDATED REPORTER:** Not a mandated reporter.
- **EQUAL EMPLOYMENT OPPORTUNITY:** This University is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.

**H. PHYSICAL DEMANDS & WORK ENVIRONMENT (must be completed):**

Indicate the type of physical effort which is essential to the position activities:

- SEDENTARY WORK** – involves mainly sitting; minimal walking and standing; lifting light weight objects limited to 15 pounds.
- LIGHT WORK** – involves mainly sitting, up to 25% standing or walking; lifting medium weight objects limited to 25 pounds.
- MEDIUM WORK** – up to 40% of the activities involve sitting, standing, squatting, kneeling or walking; lifting heavy weight objects limited to 50 pounds; may involve pushing and pulling objects within the weight limits.
- HEAVY WORK** – 50% or more of the activities involve walking, standing, squatting, kneeling, or climbing; lifting, carrying, pushing, and pulling heavy weight objects which may exceed 50 pounds. Physical requirements include working on ladders at varying heights; exposure to chemicals, fumes; noise from vehicle and equipment operation, dust, dirt, oil/grease, gases, and pollen; sitting, standing, and walking for extended periods of time; occasional stooping, kneeling; repeated bending; dexterity of hands and fingers to operate grounds equipment and tools; repetitive use of wrists and/or hands; ability to maintain balance; reaching overhead, horizontally and above the shoulders; rapid mental/muscular coordination; working with chemicals, tools, and powered machinery.

Indicate the type(s) of environmental factors which are essential to the position activities:

- Is exposed to excessive noise
- Is around moving machinery
- Is exposed to marked changes in temperature and/or humidity
- Is exposed to dust, fumes, gases, or radiation, microwave
- Drives motorized equipment
- Works in confined quarters
- Works in high places
- Other: May work with Asbestos
- N/A

**I. SUPERVISION:**

**Supervision Received:** Describe the nature of supervision the employee in the position will receive.

- Direct Supervision - Employee receives immediate, close and regular supervision
- General Supervision - Employee receives some delegation of responsibility and independence
- General Direction – Employee functions independently under broad guidelines
- Administrative Direction – Responsibilities are defined by the scope of the organizational functions; responsible for formulating operational policies for a comprehensive and diversified program; makes top level management decisions. (Management Only)

**Name of Supervisor:** Scott Wells

**Job (Classification)Title:** Facilities Manager, Administrator I

**Supervision Given:** List name(s) and title(s) of employee(s) that this position will supervise directly (if applicable):

Name:	Job (Classification)Title:

J. **CLASSIFICATION REVIEW REQUESTS:** If this is an existing position that you believe has changed, describe what is different about the assignment in terms of responsibility, complexity, authority, and skill levels. In order to assist you with this analysis, please answer the following questions. **Include organizational chart.** If necessary, attach additional sheets.

1. Which parts of the assignment are the most difficult and/or require the greatest skill to perform? Why? Please give examples.
2. To what extent do the duties of this position involve independent action or require decisions on the part of the person in the position? Which, if any, are the most difficult, and how frequently do they occur?
3. What would be the probable result of a poor judgment, decision, or action by the person in this position? How would these errors be detected? What would be the consequence of the errors?
4. How is work assigned to this position? To what extent does the person in this position have authority to determine what is to be done and when?
5. In what way is the work of this position reviewed? That is, is work spot-checked or is all work reviewed? Are there standardized controls or checks which would normally catch errors made by the person in the position? Please explain.
6. Do you assist in developing departmental policy? If yes, please explain.
7. Does this position have supervisory responsibility? Please specify.

**Additional comments: (optional)** Clarify duties assigned and/or include any additional information that you think would be helpful in the review of this position.