

Employee Name:



MPP / Staff Position Description

HUMAN RESOURCES USE ONLY	
Conflict of Interest (COI) Designated: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<u>MPP Positions Only</u>
Mandated Reporter: <input checked="" type="checkbox"/> Limited <input type="checkbox"/> General <input type="checkbox"/> N/A	MPP Job Code:
Review Date: 5/3/24	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: New Position Existing Position Update

Date:	5/2/2024
Department & Division:	Facilities Services
Employee Name <i>(leave blank if vacant):</i>	
Current Classification & Grade:	Facilities Worker II (6251)
FLSA Status: <i>(exempt or non-exempt)</i>	
Working Title:	Facilities Worker II
Position Number & Job Code:	10002588
Working Title & Position Number of HEERA Designated Appropriate Administrator:	Vincent Mcelwain - Supervising Plumber Position #10003257

Employee Name:

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 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 Worker II – Under general supervision, the Facilities Worker II independently performs a wide range of more complex semi-skilled facilities systems maintenance, repair, and renovation work. Performs work in multiple trades, architectural, mechanical, electrical and plumbing; analyze and troubleshoot problems. Works directly with the Refrigeration shop in accomplishment of their work. Performs maintenance on air handling equipment, dx HVAC units, exhaust fans, pumps and any other related central plant mechanical equipment. Works under the direction of skilled craft workers on the more complex trade's-related work assignments. Performs traffic control in support of projects and other event support work. Incumbents work under the direction of a skilled crafts worker on the more complex, trade-related assignments.

Objectives – Provides a proactive and comprehensive preventive maintenance program for the University. 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.

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

III. CHANGES IN RESPONSIBILITIES:

N/A

IV. MAJOR RESPONSIBILITIES:

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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">● Facility Maintenance & Repair - Independently performs a wide range of semi-skilled and basic skilled facilities systems maintenance, repair, and renovation work. Performs work in multiple trades, architectural, mechanical, electrical, and plumbing; analyze and troubleshoot problems. Works directly with the Plumbing shop in the completion of their work. Performs maintenance and repair of eyewash stations, sinks, urinals, toilets, pumps. Works under the direction of skilled craft workers on the more complex trades related work assignments. Performs traffic control in support of projects and other event support work.	40%
<ul style="list-style-type: none">● Preventative Maintenance - Independently performs semi-skilled, routine, and preventative maintenance tasks on building mechanical, plumbing, and architectural systems. Assists skilled workers with the more complex trades-related work assignments. Perform scheduled maintenance, maintains logs of maintenance and repairs using computerized record-keeping systems.	40%
<ul style="list-style-type: none">● Emergency Work - Responds to trouble calls and urgent work requests to make a variety of repairs and mitigate safety and risk concerns.	10%
<ul style="list-style-type: none">● Maintenance, Operation of Shop and General Support - Maintains and services tools and equipment used in the performance of duties; performs shop clean-up and maintains a safe and clean work area. Assists custodial services, grounds, trades, and mechanical services staff in the accomplishment of their work (projects, events, on-going programs), and performs other tasks as assigned by the manager in support of the university and Facilities Services.	10%
Total =100%	100%

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).

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Classification	Working Title	Type of work direction (Direct or General)
N/A	N/A	N/A

VI. POSITION REQUIREMENTS:

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

- Experience – A combination of experience and training equivalent to three years of hands-on experience in general facilities and systems maintenance and repair, or comparable experience as a trades assistant or laborer with demonstrated proficiency in the required duties.

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

- Work requires comprehensive knowledge of specific methods, practices and tools related to facilities and systems maintenance and repair in areas such as plumbing, HVAC, electrical, carpentry, painting and mechanical systems; semi-skilled and basic skilled knowledge across multiple trades; general knowledge of applicable trade safety practices; working knowledge of building codes; and basic knowledge of electrical theory and mechanical principles.

C. Specialized skills required for this position.

- Must be able to perform proficiently a variety of semi-skilled facilities maintenance and repair tasks; operate all applicable tools, equipment and systems; must demonstrate semi-skilled and basic trade proficiency in multiple trade and maintenance tasks; follow standard written instructions and procedures; read and write at a level appropriate to the position; perform simple arithmetic calculations as required by the position; and demonstrate the ability to learn maintenance and repair functions. All positions require the performance of strenuous manual labor.

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

- Valid California's Driver's License

VII. PREFERRED QUALIFICATIONS:

- Two years of verifiable employment experience performing work in one or more of the following trades: Carpentry, Roofing, Locksmith, Plumbing, Mechanical, Electrical, or closely related field; technical school trades certification may substitute for one year of work experience.

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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



Appropriate Administrator Signature

May 15, 2024

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

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

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

"N" = never

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

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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 type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" 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 checked="" 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.

