

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 type="checkbox"/> Limited <input type="checkbox"/> General <input checked="" type="checkbox"/> N/A	MPP Job Code:
Review Date: 5/1/24	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:	<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Existing Position Update
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Date:	4/16/2024
Department & Division:	Facilities Services
Employee Name <i>(leave blank if vacant):</i>	
Current Classification & Grade:	Facilities Maintenance Mechanic (1)
FLSA Status: <i>(exempt or non-exempt)</i>	
Working Title:	Facilities Maintenance Mechanic
Position Number & Job Code:	10001499 /6940

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Working Title & Position Number of HEERA Designated Appropriate Administrator:	Baro, Jaime – Asst Director/MEP Services Position #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.

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 over 250 employees (full time and students) 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 Maintenance Mechanic– The Facilities Maintenance Mechanic is a skilled generalist, performing at a journey-level in one trade with strong skills in other trades. Incumbents independently perform a variety of skilled preventive and general maintenance, repair, construction, and renovation work on facilities and systems. The Facilities Maintenance Mechanic is distinguished from the Facilities Worker classifications by the independent performance of skilled, journey-level trade work, particularly in the electro-mechanical trades.

Incumbents typically 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; use computerized maintenance systems to ensure preventive maintenance program objectives are met; perform a wide range of facilities renovation, maintenance, and repair work; 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 monitor contractor performance and work progress; respond to routine maintenance and service requests; and provide instruction and direction to unskilled and semi-skilled assistants

Objectives – Provides an “Industry Best Practice” preventive maintenance organization to the San Diego State University community.

Expectations – Provides a thorough and accurate accounting of time and materials. Completes all routine work assignments and performs all additional duties as assigned. Incumbent maintains equipment and a safe and clean working environment. Consistently meets university needs in a timely and professional manner with increasingly improved skill. Completes every project or task to the satisfaction of the FS Associate Director. Maintains an accurate attendance record, is punctual and consistently meets deadlines. Builds and maintains internal and external customer satisfaction with the products and services offered by the organization. Seeks feedback, is responsive to stakeholders and takes appropriate action for the situation.

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Performs work in a manner that supports and facilitates the work of others in Facilities Services and the university community. Maintains a positive and cooperative working relationship with members of the department and campus community by practicing individual dignity, using tact and diplomacy, and always being respectful and civil. Utilizes respectful communication when dealing with people in all situations; demonstrating restraint, fairness and firmness. Works effectively to understand by carefully listening and working to be understood. Demonstrates restraint, fairness and firmness with all people in all situations.

Must be able to effectively communicate and successfully interact with a variety of 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.

Must be able to perform strenuous physical work while using mechanical aptitude and motor coordination. Implements safety procedures, resolves problems and improves safety in the workplace. Works to instill in others the importance of workplace safety rules and regulations and takes appropriate actions. Conducts hazard assessments, addresses hazards appropriately 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.

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:

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%.

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Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none"> ● Facility Maintenance & Repair - 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, plumbing, and steam; analyze and troubleshoot problems. Performs maintenance and repair of storm drains and swales, fence, wayfinding, removes posters/stickers, painting of roadway stencils/curbs and other related hardscape and soft-scape work. 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. 	40%
<ul style="list-style-type: none"> ● Preventative Maintenance - Independently performs skilled, routine and preventative maintenance tasks on building mechanical, plumbing, steam, and architectural systems. Assists other trade workers with the more complex trades-related work assignments. Performs scheduled maintenance, maintains logs of maintenance and repairs using computerized record-keeping systems. Operates, tests, installs, repairs and performs corrective and preventive maintenance on mechanical facilities and steam equipment and systems; enters PM data on computerized maintenance management system; meets preventive maintenance program objectives. 	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 Service 	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).

Employee Name:

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** – 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 demonstrates the achievement of journey-level skills equivalent to that acquired through 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.

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’s Driver’s License


VII. PREFERRED QUALIFICATIONS:

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- Five years of verifiable employment experience performing work in one or more of the following trades Electrical field; technical trade school certification may substitute for one year of work experience.
- Prior experience, within three years, at a similar higher education environment, government or a large multi-building facility environment.
- Experience using a computerized maintenance management system.

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)	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.

