

Employee Name:



MPP / Staff Position Description

HUMAN RESOURCES USE ONLY	
Conflict of Interest (COI) Designated: <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>MPP Positions Only</u>
Mandated Reporter: <input type="checkbox"/> Limited <input type="checkbox"/> General <input type="checkbox"/> N/A	MPP Job Code:
Review Date:	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:	5/28/2024
Department & Division:	Facilities Services/ Business and Financial Affairs
Employee Name <i>(leave blank if vacant):</i>	
Current Classification & Grade:	Supervising Plumber
FLSA Status: <i>(exempt or non-exempt)</i>	Non-exempt
Working Title:	Supervising Plumber
Position Number & Job Code:	10003257 & 6547

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Working Title & Position Number of HEERA Designated Appropriate Administrator:	Assistant Director MEP, Administrator I / 10000283 Baro, Jaime
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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.

Incumbents provide 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.

Supervising Plumber – Under general supervision, the incumbent is responsible for directing the work of the Plumbing Shop, making individual/crew work assignments and supervising skilled journey-level plumbers, semi-skilled workers, and student assistants in the performance of plumbing work.

Provide an "Industry Best Practice" preventive maintenance organization to the San Diego State University community.

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

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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
Documentation – 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 shop personnel; completes the necessary documentation for work orders	35%
Work Coordination – Interprets plans and drawings; collaborates with Engineering and Design to interpret plans and drawings; coordinates work schedules and sequence of work to meet construction/modification objectives; prepares working sketches; calculates shop estimates, estimates material costs; obtains phone quotations and prepares requisitions for ordering material, takes inventory of shop stock material and re-orders when necessary. On specific projects, works with other trade supervisors to create schedule of work.	25%
Skilled Plumbing Work – Responds to trouble calls and minor work requests; troubleshoots and repairs dripping faucets, clogged toilets/urinals, malfunctioning flush valves, water heaters, gas and water laboratory fixtures, etc.	15%
Preventive Maintenance Work – Maintains, troubleshoots and tests plumbing systems; performs preventive maintenance (PM) tasks.	5%
Specialized Plumbing Work – May test backflow prevention valves and fire safety systems; may perform swimming pool maintenance; may manage lab facilities or may be assigned water treatment duties that involve monitoring, testing and chemically treating potable/non-potable water systems.	5%
Work Coordination and Accountability – Provides instruction and direction to unskilled and semi-skilled assistants; interprets plans and drawings; prepares working sketches; calculates shop estimates, estimates material costs; obtains phone quotations and prepares requisitions for ordering material, takes inventory of bench stock material and re-orders when necessary. Maintains records and retrieves data related to work performed using manual computerized maintenance management/computerized record-keeping systems; prepares standard reports; consults and works with other trades workers.	5%
Maintenance and Operation of Shop – Maintains and services tools and equipment used in the performance of duties; performs shop clean-up and maintains a safe and clean work area.	3%

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Description of Responsibilities:	(%) Percent of Time
General Support – Assists in 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 Physical Plant	2%
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).

Classification	Working Title	Type of work direction (Direct or General)
Lead Plumber	Lead Plumber	General
Plumber	Plumber	General
Facilities Worker II	Facilities Worker II	General

VI. POSITION REQUIREMENTS:

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

Experience – Journey-level skill equivalent to that acquired through completing a standard plumber’s apprenticeship program.

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

Knowledge - Thorough knowledge of the methods and materials used in the plumbing trade and thorough knowledge of the proper use and care of the tools and equipment used in that work.

- Base knowledge of the operation of building automation systems
- Must be current with the latest in equipment and methods recommended for proper and expeditious work practices
- Thorough knowledge of current applicable state and federal health and safety orders and regulations (including California State Safety Orders of the Division of Industrial Safety and the California State Plumbing codes)
- Knowledge of safe working techniques and safety equipment

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- Must be aware of typical hazards of the workplace, as well as the special hazards that may be encountered (biohazards, chemicals, asbestos/lead containing materials)

Abilities –

- Able to perform skilled plumbing work on all applicable equipment and systems
- Performs applicable welding work
- Make rough sketches of plumbing installations
- Read and work from blueprints, plans, drawings and specifications
- Estimate materials and labor costs of standard plumbing and maintenance and repair work
- Maintain records and retrieve data related to work performed using manual/computerized maintenance/computerized record keeping systems.
- Ability to work unsupervised on a variety of job tasks from simple to complex
- Able to perform strenuous physical work
- Utilize mechanical aptitude and motor coordination
- Able to read and write at a level appropriate to the position
- Able to follow simple written and oral instructions.
- Able to analyst and respond appropriately to emergency situations and recognize, secure and report unsafe conditions immediately

C. Specialized skills required for this position

Must have the ability to analyze, respond appropriately to emergency situations and to recognize, secure and report unsafe conditions immediately. Must have knowledge of safe working techniques and safety equipment and must be aware of the typical hazards of the workplace as well as the special hazard that may be encountered (biohazards, chemicals, asbestos/lead containing materials).

Must have ability to understand and apply university and departmental policies and procedures.

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

- Valid California Driver's License.
- EPA approved certification in refrigerant recovery may be required.


VII. PREFERRED QUALIFICATIONS:

- Backflow Prevention Assembly Tester Certification
- Prior experience in a similar higher education environment, or a large multi-building facilities environment.
- Previous experience with Computerized Maintenance Management System.

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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
		Jun 11, 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

"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	
O	Bending (neck)	F	Reading & Comprehending
O	Bending (waist)	F	Writing
O	Climbing	O	Performing Calculations
N	Crawling	C	Communicating Orally
O	Kneeling	F	Reasoning & Analyzing
F	Pushing/Pulling	F	Decision Making
O	Sitting	O	Directing/Coordinating Others:
O	Squatting		Other:
F	Standing	Environmental Working Conditions	
O	Twisting (neck)	F	Exposure to variations in temperature/humidity
O	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:		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 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.

