

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, equity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

**Position Purpose:** Reporting to and under general supervision of the Facilities Operations Manager, with additional lead work direction provided from other members of the Facilities management team and shop supervisors, the Facilities Worker II (FW II) independently performs a wider range of more complex semi-skilled and basic skilled facilities and systems maintenance, repair and renovation work. The incumbent is trained in specific trade tasks which require a broader knowledge in several trades and a basic knowledge of theories, codes, procedures and general trade practices in applicable trade areas.

**Major Duties:** The major duties of the position include, but are not limited to the following; repairing and troubleshooting in areas such as plumbing, HVAC, electrical, carpentry, painting, lock, door uploads, pool maintenance, eye wash stations, flooring, and mechanical systems.

**Secondary Duties:** Performs other secondary duties as assigned.

**Work Environment:** Sonoma State University consists of over 2 million square feet of building space of various construction types and ages. Duties take place mostly in a variety of specialized environments on the university campus, including, but not limited to, mechanical rooms, crawl spaces, attics, basements, and outdoor venues. The environment can be cold, hot, noisy, and the incumbent may need to work off ladders, or in high places as well as private offices or residential spaces. Incumbent must expect to work occasionally in confined spaces and in marginally illuminated areas.

Duties will primarily take place in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. Your specific start time is determined by your Appropriate Administrator. As a non-exempt employee, any request for overtime will be specified and pre-approved by Appropriate Administrator. Evening, weekend, early mornings, holidays, and other non-standard times may be required and will be specified only by the appropriate administrator to meet operational needs, including the University's commencement weekend, which is regularly scheduled in May. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. The position may require occasional travel, by automobile and airplane, and the incumbent must be able to work some night and weekend hours with overnight stays.

This position requires, with or without reasonable accommodations, the ability to perform strenuous manual labor and frequently sit, move or stand for office and/or event functions, be at a computer for 1-3 hours/day, occasionally reach with hands and arms, climb or balance, stoop and kneel and lift objects of up to 75 lbs in weight.

**Minimum Qualifications:** The abilities of the FW II would normally be acquired through any 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. The incumbent must be able to operate all applicable tools, equipment and systems and follow standard written instructions and procedures. In addition, the FW II must possess 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, lock, and mechanical system and must demonstrate semi-skilled and basic trade proficiency in multiple trades and maintenance tasks. Beginning proficiency with computers and Microsoft Office required. Knowledge of Google Suite, computerized work control system, and PeopleSoft preferred. The incumbent must successfully complete a pre-placement exam and must possess and/or obtain and thereafter

maintain a California Driver's License valid for the operation of any vehicle or equipment required to maintain and operate.

In addition, the incumbent must demonstrate working knowledge of applicable building and safety codes and regulations related to facilities, systems, and renovations; be willing and able to comply with all safety laws and all of the university's safety policies and rules; be able to work in a safe manner when handling and working with chemicals and operating equipment; willing to report safety violations and potentially unsafe conditions to management; and possess the ability to determine and estimate material and equipment needs to complete tasks/jobs/responsibility in an efficient and effective manner. The incumbent must be fiscally responsible; possess the ability to prioritize and perform work effectively and to meet deadlines; possess effective oral and written communications skills and be able to determine appropriate communication methods when expressing ideas and thoughts. The incumbent must be able to follow oral and written directions; read and write at a level appropriate to the position and be able to perform simple arithmetic calculations as required by the position; have the ability to analyze situations and take appropriate action, exercising sound judgment; possess stress management skills to complete work in a timely manner and meet productivity standards; have the ability to make timely decisions appropriate to level of responsibility and be able to clearly explain reasoning for decisions, including appropriate people in decision making process.

The incumbent must be able to self-evaluate and make improvements or promote quality of work; must be able to accept constructive feedback; provide outstanding customer service and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including faculty, staff, students, administration and other internal and external constituents; and must have the ability to work in a fast-paced environment and still be thorough in work. The incumbent must have the ability to work both independently and cooperatively in group situations, working actively to resolve conflicts; establish and maintain positive outlook and cooperative working relationships by encouraging open communication, maintaining objectivity, and keeping emotions under control and possess the ability to operationalize sustainability concepts (economy, society, and environment) into all aspects of performing job duties.