



# POSITION DESCRIPTION

**Department:** Facility Services  
**Working Title:** Facilities Maintenance Mechanic  
**Job Code:** 6940  
**Time Base:** 1.0  
**Position Number:**

**Position Reports To:** Facilities Manager  
**Classification:** Facilities Maintenance Mechanic  
**Range Code:** 1  
**Exempt or Non-Exempt:** Non-Exempt  
**Last Update:** 4-21-2022

**Union / Unit (if applicable):** Teamsters Local 2010 / Unit 6

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## PURPOSE OF POSITION:

The Facilities Maintenance Mechanic will provide maintenance support for the Facility Services Department. The Facilities Maintenance Mechanic is a skilled generalist performing at a journey-level in one trade (Carpentry, Painter, Roofer, Masonry) with strong skills in other trades. The position independently performs a variety of skilled preventive and general maintenance, repair, construction, and renovation work on facilities and systems. The Facilities Maintenance Mechanic must work cooperatively on project teams to accomplish a variety of tasks.

## MAJOR RESPONSIBILITIES:

	<u>% of Time</u>
1. Respond to Routine Maintenance and Service Requests	50%
2. Perform a Wide Range of Facility Renovations and Repair Work	25%
3. Perform Corrective and Preventive Maintenance	15%
4. Administrative Functions and Customer Service	10%

## LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

1. **Respond to Routine Maintenance and Service Requests**
  - a. Utilize the campus work management system to generate service requests for routine, emergency, safety and preventive maintenance
  - b. Primary contact person responding to these calls with the exception of hot/cold calls, lock/card access calls, electrical calls which are assigned to specific trades and custodial calls
  - c. Lead responsibility for building(s) assigned to them
2. **Perform a Wide Range of Facility Renovations and Repair Work**
  - a. Responsible for building renovations and repair of structures and systems to include painting
  - b. May be responsible for developing estimates and materials/equipment lists in addition to performing the labor required to achieve these renovations
  - c. May also require monitoring contractor performance and work progress
3. **Perform Corrective and Preventive Maintenance**
  - a. Operate, test, install, repair and perform corrective and preventive maintenance on mechanical facility equipment and systems including HVAC and plumbing systems
  - b. Under general supervision, assist the Building Service Engineers in performing basic preventive maintenance of the HVAC system to include changing filters, inspecting belts, pumps, motors, etc.
  - c. Perform electrical maintenance and repair work including work on low voltage control systems
4. **Administrative Functions and Customer Service**
  - a. Utilize the computer for inputting work time
  - b. Respond to emails
  - c. Prepare estimates and other functions as required
  - d. May be required to post / submit daily work control requests completed
  - e. Maintain all office/equipment/tools in an orderly, safe and clean manner
  - f. Provide 48 hours notification prior to the use of any toxin or odorous substance

- g. Maintain consistent and courteous customer service

**PROVIDES LEAD DIRECTION OF OTHERS:**

N/A

**REQUIREMENTS OF POSITION:**

**1. List education and experience required**

- a. Four years of increasingly responsible experience leading to journey-level skills in a facilities/building or mechanical 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 apprenticeships program
- b. Requires valid CA driver's license
- c. Must successfully meet and pass a pre-employment medical examination and drug screen

**Preferred**

- a. Experience in an academic setting

**2. List knowledge, skills, and abilities required for this position.**

- a. Must demonstrate an awareness and appreciation of the cultural diversity of the University community and establish and maintain cooperative and effective relations with University employees, students and the public
- b. Must have excellent customer service, interpersonal, written and oral communication skills
- c. Thorough knowledge of the methods, materials, equipment and tools used in one skilled trade area
- d. Working knowledge of materials, methods, equipment and tools in related trade areas pertaining to facilities, systems, construction and renovation
- e. Thorough knowledge of generally accepted trade practices in trade specialty
- f. working knowledge of computerized maintenance and
- g. Working knowledge of applicable building and safety codes and regulations related to facilities, systems and renovations.
- h. Must be able to demonstrate journey-level skill in one trade and strong skills in other applicable trades
- i. Demonstrated ability to operate construction and related equipment
- j. Demonstrated ability to use considerable judgment and discretion in performing duties
- k. Demonstrated ability to read, interpret and work from blueprints, plans, drawings, and specifications
- l. Demonstrated ability to make rough sketches; estimate cost, time and materials of maintenance, repair and renovate work
- m. Demonstrated ability to maintain records and retrieve data related to work performed using manual and/or computerized record-keeping systems
- n. Demonstrated ability to prepare standard reports
- o. Demonstrated ability to provide instruction to unskilled and semi-skilled assistants
- p. Demonstrated ability to analyze and respond to emergency situations
- q. Demonstrated ability to read and write at a level appropriate to the position; and perform arithmetic calculations as required by the position
- r. Ability to demonstrate an awareness and appreciation of the cultural diversity of the University community, and establish and maintain cooperative and effective relations with University employees, students and the public

**3. List machines, tools, equipment, and motor vehicles used in the performance of the duties**

- a. Computers necessary to operate the work management system for work order and timecard reporting
- b. Small tools, power and hand tools
- c. Electrical equipment
- d. Man lifts, forklifts, ladders, saws, bobcat, skip loader, back ho, jack hammers and other equipment related to this trade
- e. Electric cart for transportation

**4. Unique working conditions**

- a. May require extended periods of standing, stooping, and reaching to maintain equipment or complete repairs.
- b. Must exercise caution when working around students
- c. May require the use of masks, respirators, and other devices
- d. Lifting may be required
- e. Adaptability to various weather and working condition is essential
- f. May work in confined spaces

g. Must be able to work different shifts, as deemed operationally necessary

**5. Other Employment Requirements**

a. This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

b. Must participate in required campus trainings including, but not limited to, Information Security Awareness Training and CSU's Sexual Misconduct Prevention Program.

**PURPOSE AND NATURE OF WORK RELATIONSHIPS:**

Facility Service Staff	Department business	Daily
Work Control	Document each day of work completed and give 48-hour notice of posting when toxins and odorous materials are used on campus	Daily
Campus Community	Ensure customer service standards are met	Daily
Risk, Safety & Sustainability	Department business, policies/procedures and emergency issues	As needed
University Police	Department business, safety and emergency issues	As needed
Outside Vendors	To obtain information regarding various materials cost and specifications	As needed

**PHYSICAL EFFORT:**

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Sitting		x			
2. Standing					x
3. Walking					x
4. Bending Over					x
5. Crawling					x
6. Climbing					x
7. Reaching overhead					x
8. Crouching					x
9. Kneeling					x
10. Balancing					x
11. Pushing or pulling					x

- 12. Lifting or carrying
  - A. 10 lbs or less
  - B. 11 to 25 lbs
  - C. 26 to 50 lbs
  - D. 51 to 75 lbs
  - E. 76 to 100 lbs
  - F. Over 100 lbs
- 13. Repetitive use of hands/arms
- 14. Repetitive use of legs
- 15. Eye/hand coordination

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
				x	
					X
				X	
	X				
		X			
		X			
	X				
					X
					X
					X

- 16. Driving cars, trucks, forklifts and other equipment
- 17. Being around scientific equipment and machinery
- 18. Walking on uneven ground

Yes	No
x	
x	
x	

**MENTAL EFFORT**

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Directing others		x			
2. Writing		x			
3. Using math/calculations				x	
4. Talking				x	
5. Working at various tempos					x
6. Concentrating amid distractions					x
7. Remembering names					x
8. Remembering details					x
9. Making decisions					x
10. Working rapidly					x
11. Examining/observing details					x
12. Discriminating colors					x

The ability to focus and concentrate is of paramount importance for quality work and to ensure the safety of staff, the campus community and other workers.

**ENVIRONMENTAL FACTORS**

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Inside					x
2. Outside					x
3. Humid					x
4. Hazards					x
5. High places					x
6. Hot					x
7. Cold					x
8. Dry					x
9. Wet					x
10. Change of temp					x
11. Dirty					x
12. Dusty					x
13. Odors					x
14. Noisy					x
15. Working w/others					x
16. Working around others					x
17. Working alone					x

## SIGNATURES

The last sheet for any staff position description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee; the supervisor's signature and all pertinent administrative personnel.

### Employee

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Appropriate Administrator (MPP)

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Dean/Department Head/Director/AVP (optional)

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_