This position description is used as a basis for determining the position classification and is maintained as an official record of the duties assigned to this position. This description is intended to be an accurate reflection of the assigned work, however, it is understood that duties may be removed, modified or assigned, and may not be included on this description.

**\*\*PLEASE NOTE**: Position descriptions for recruitments and/or hires must be submitted and approved in PageUp. Use this template for non-recruitment related transactions only. (E.g. make a change to a current employee’s position description, reclassifications, etc.)\*\*

**DEPARTMENT:**       **POSITION:**  NEW  EXISTING

**POSITION CLASSIFICATION:** Building Service Engineer  **CSU WORKING TITLE:**

**EMPLOYEE NAME:**       **FLSA:** Non-exempt

**SUPERVISOR NAME AND CLASSIFICATION:**      ;      

**A. JOB SUMMARY/BASIC FUNCTION** (For recruitments and/or hires, this section will be completed in PageUp only)

**B.** **SUPERVISORY/LEAD RESPONSIBILITIES:**

|  |  |
| --- | --- |
| **CLASSIFICATION OF POSITION(S):** | **NUMBER OF EMPLOYEES:** |
|  |  |

**C.** **PHYSICAL AND MENTAL REQUIREMENTS** (For recruitments and/or hires, this section will be completed in PageUp only)

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**D.** **ENVIRONMENTAL REQUIREMENTS** (For recruitments and/or hires, this section will be completed in PageUp only)



**E. MINIMUM QUALIFICATIONS** (For recruitments and/or hires, copy this section into the correlating PageUp field)

* **Education:** None required.
* **Experience:** Two years of journey-level experience in the operation, maintenance and repair of boiler, heating, ventilating, refrigeration and air conditioning equipment and systems or the equivalent combination of formal course work in mechanical technology and hands-on experience.

**G. REQUIRED QUALIFICATIONS** (For recruitments and/or hires, copy this section into the correlating PageUp field)

* Thorough knowledge of high and low pressure boilers, and heating, pneumatic, ventilating, air conditions, refrigeration and other mechanical equipment.
* Thorough knowledge of the methods, tools and materials used in the operation, maintenance and repair of such equipment.
* General knowledge of ventilation principles, thermal dynamics, and closed water systems.
* Working knowledge of energy management systems including the ability to understand and use system features.
* General knowledge of the applicable state and federal safety codes and regulations pertaining to mechanical and HVAC systems.
* Ability to install, operate and repair HVAC equipment and systems.
* Ability to demonstrate a high degree of mechanical skill equivalent to journey-level in one or more related trades such as plumbing, pipe fitting, electrical, or air conditioning.
* Ability to read, interpret and work from blueprints, plans, drawings and specifications and make rough sketches.
* Ability to estimate cost, time and materials of mechanical work.
* Ability to maintain records and retrieve data related to work performed using manual and/or computerized record-keeping systems and prepare standard reports.
* Ability to provide instruction to unskilled and semi-skilled assistants.
* Ability to analyze and respond appropriately to emergency situations.
* Ability to read and write at a level appropriate to the position and perform arithmetic calculations as required.
* A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU.

**G. PREFERRED QUALIFICATIONS** (For recruitments and/or hires, this section will be completed in PageUp only)



**H. SENSITIVE POSITION CRITERIA** (For recruitments and/or hires, this section will be completed in PageUp only)

(Please check ALL boxes that apply to the position)

This position will be responsible for the care, safety and security of people (including direct contact with children and minors), animals and CSU property.

This position will have authority to commit financial resources of the university through contracts greater than $10,000.

This position will have access to, or control over, cash, checks, credit cards, and/or credit card account information.

This position will have responsibility or access/possession of building master or sub-master keys for building access.

This position will have access to controlled or hazardous substances.

This position will have access to and responsibility for detailed personally identifiable Level 1 information about students, faculty, staff, or alumni that is protected, personal, or sensitive. (For examples of Level 1, 2, and 3 Data, please see [CSU Policy 8065](http://www.calstate.edu/icsuam/sections/8000/8065_FINAL_DRAFT_Data_Classification_CW_V4.pdf).)

This position will have control over campus business processes, either through functional roles or system security access.

This position will have responsibilities that require the employee to possess a license, degree, or credential or other certification in order to meet minimum job qualifications and/or to qualify for continued employment.

This position will have responsibility for driving or operating vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death.

None of the above is applicable to the position.

*The incumbent is considered a Limited mandated reporter under the California Child Abuse and Neglect Reporting Act, updated July 2017, Penal Code Section 11165.7(a)[21] and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.*

*The incumbent is considered neither a Limited nor General mandated reporter under the California Child Abuse and Neglect Reporting Act, updated July 2017.*

|  |  |
| --- | --- |
| **I. JOB DUTIES** (For recruitments and/or hires, this section will be completed in PageUp only) | **Percentage of Time (%)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  | **100% TOTAL** |

**J. SIGNATURES** (*Signature indicates that this is an accurate description of assigned duties.*)

(For recruitments/hires, this section will be completed in PageUp only)

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Employee Name Employee SignatureDate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name Supervisor SignatureDate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept Head/Next Level MPP Name Dept Head/Next Level MPP Signature Date