

President's Cabinet

July 19, 2022

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

****This form is used to gain approval prior to recruiting for a position.**

Instructions for completing this form are located on the back.

Position: Preventative Maintenance, AC and Heating Mechanic

Department: Facilities, Maintenance & Operations

Time (FTE): 100% Term (months/year): 12

Work Schedule (Days, Hours): Mon-Fri 6:00 am-2:30 pm

Salary Schedule (Range): 71

Background and Rationale (use back of form if additional space is needed): Due to recent protocols and management direction to increase the frequency and scope of the Mechanical PM's completed each year, the HVAC shop finds itself further understaffed.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). _____

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): 11000-621200-212000-651000 100 % Amount \$ 108,908
Account Number(s): _____ % Amount \$ _____

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:

1. Requesting Manager Signature [Signature] Date 5/20/22
2. Division Vice President Signature _____ Date 07.13.2022

4. Human Resources Signature _____ Date _____

3. Chief Compliance/Budget Officer Signature _____ Date _____

5. Vice President, Human Resources _____ Date _____

☐ Funding available ☐ Funding not available Position Number: _____ Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:

☐ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO _____ Date _____

☐ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): _____
Last day of employment: _____
Reason for vacancy: _____
(Attach **Existing** Job Description)

☒ Newly Funded Position Fiscal Year 2022/2023
☐ No Existing Job Description
(Attach Draft of **New** Job Description)

☒ Classified ☐ Confidential
☐ Supervisory ☐ Administrative

**For Temporary Special Project Administrators only

☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: General Unrestricted Funds



Facilities Planning & Management
(909) 594-5611, Ext. 4850

Date: May 18, 2022

To: Morris Rodrigue
Vice President, Administrative Services

From: Bill Asher 
Assistant Director, Facilities Planning and Management

Subject: Request to Fill (RTF) –Preventative Maintenance, AC and Heating Mechanic

Due to recent COVID protocols and management direction to increase the frequency and scope of the Mechanical PM's completed each year, the HVAC shop finds itself further understaffed. Currently the HVAC Shop is comprised of three staff, two of which focus primarily on completing PM work, while the Lead HVAC Mechanic concentrates on daily adjustments, repairs, and other Lead duties. This group is currently assigned a total of 321 Mechanical PM's estimated at 2824 hours, annually. A simple labor analysis (see attached) supports the fact that it requires two staff members to complete this work. The newly added workload is estimated as a 60%, or 1700-hour, annual increase to the current total. Adding another position to HVAC, bringing the staff level up to four, allowing for three to focus on PM work, is the most effective way to handle this new work. Without addition to staff, it will be relatively impossible to complete the aggregate PM, repairs, troubleshooting, vendor management, construction support, and associated clerical tasks workload on schedule. Something will have to be delayed or omitted.

The HVAC Shop is responsible for performing mechanical maintenance and repair duties on air conditioning and heating systems and equipment including: Package Units and Split Systems, Air Handlers, Cooling Towers, Boilers, Pumps, Motors, Variable Speed Drives, etc. They are responsible for ensuring all Campus mechanical systems are always operating as intended and provide support to the Central Plant Manager to ensure all Central Plant equipment remains operational. The HVAC Lead Shop is also responsible for overseeing contractors that perform maintenance and repair work on critical IT Data Center equipment, Bldg. 2 HVAC plant equipment and several pieces of refrigeration across campus.

Maintenance is seeking approval to move forward with adding another much-needed Preventative Maintenance, AC and Heating Mechanic to the team. If needed, Maintenance is willing to delay the hiring of an already approved Lead Locksmith position to acquire the HVAC technician. Not hiring the Lead Locksmith at this time will be accommodated by sharing workload across other trade disciplines and having the Locksmith on staff fall under the Lead Skill Crafts until such time that hiring a Lead Locksmith becomes viable.

Thank you for your consideration.

HVAC PM Labor Analysis

Annual PM Hours (Est) 2824 hours

1 Staff 2 Staff

Gross Labor hrs	2080	4160
17 Holidays	-136	-272
2 float days	-16	-32
17 vacation days	-136	-272
6 sick days	-48	-96
Summer Schedule	-40	-80

Net available hours	1704	3408
---------------------	-------------	-------------

Efficiency-75%	1278	2556
Efficiency-80%	1363	2726

New Annual PM Hours (Est) 4524 hours

1 Staff 2 Staff 3 Staff

Gross Labor hrs	2080	4160	6240
17 Holidays	-136	-272	-408
2 float days	-16	-32	-48
17 vacation days	-136	-272	-408
6 sick days	-48	-96	-144
Summer Schedule	-40	-80	-120

Net available hours	1704	3408	5112
---------------------	-------------	-------------	-------------

Efficiency-75%	1278	2556	3834
Efficiency-80%	1363	2726	4090

**MT SAN ANTONIO COLLEGE
FY 2022-23 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH RANGE	TTL MTHS	NAME	FUND	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
1.000	UB	71	12	Preventive Maintenance, A/C and Heating Mechanic		100.00%	\$ 67,912	\$ 40,996	\$ 108,908	<i>Unknown Funding</i>

PREVENTATIVE MAINTENANCE, A/C AND HEATING MECHANIC

DEFINITION

Under general supervision, performs skilled work in the preventative maintenance of air conditioning and heating equipment & A/C Mechanic on a regular and predetermined basis; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Director, Facilities Planning & Management and technical and functional supervision from the Lead HVAC Mechanic.

CLASS CHARACTERISTICS

This is the journey-level position classification is responsible for performing preventative maintenance for the District's air conditioning and heating systems to ensure that all are maintained in a safe and effective working condition and provide the highest level of safety for District and public use. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Performs HVAC Preventive Maintenance & Mechanic work Inventories air conditioning and heating equipment; assigns equipment to appropriate preventive maintenance program; evaluates and recommends the preventative maintenance program for all HVAC equipment; prepares and maintains preventative maintenance records.
- Inspects, cleans, disassembles, repairs, maintains, and services heating, refrigeration, air conditioning, and air circulating equipment and systems; cleans and replaces air screens.
- Services and maintains valves, fans, compressors, motors, gaskets, filters, belts, fuses, controls, thermostats, switches, gauges, tubing, and pipes; cuts, bends, and joins tubing and pipes.
- Inspects and cleans make-up tanks, including screens/filters and traps, boilers, and other equipment.
- Works from diagrams, blueprints, layouts, work orders, verbal instructions, or other specifications to install, trouble shoots and test HVAC systems.
- Ensures the proper care and maintenance of tools and equipment.
- Estimates amounts of materials and labor.
- Records and maintains work and material records.
- Provides recommendations regarding needed parts and supplies.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees.
- Assists other District employees with various projects including carpentry, plumbing, and HVAC repair, as well as other maintenance areas by performing skilled, semi-skilled, and unskilled duties, on an as needed basis.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, equipment, materials, and tools used in the preventative maintenance and repair of HVAC systems and fixtures, including HVAC coeds.
- Safe application, operation, and maintenance of tools and equipment used in the HVAC trade.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety equipment and practices related to the work.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Perform a variety of complex technical tasks in the preventative maintenance of the District's air conditioning and heating fixtures and systems.
- Skillfully and safely operate a variety of equipment power and hand tools used in the HVAC field.
- Troubleshoot HVAC problems.
- Determine materials, costs, and supplies required for HVAC repairs and maintenance projects; recommend purchases.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Understand and follow written and verbal directions, instructions and safety rules and procedures.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate modern office equipment including computer equipment and software programs.
- Read and interpret construction drawings, specifications, plans, manuals, diagrams, blue prints, and technical regulations.
- Make accurate arithmetic calculations.
- Operate a truck, and observe legal and defensive driving practices.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and two (2) years of experience in journeyman level HVAC maintenance and repair work.

Licenses and Certifications:

- Possession of and ability to maintain a valid California Driver's License.
- South Coast Air Quality Maintenance District (SCAQMD) certificate for refrigerants.
- A certification as a qualified journey-level air conditioning, heating, and refrigerant mechanic from an approved institution is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in and around District buildings and facilities, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.