

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): <u>11000-621200-212000-651000-2100</u>	100 % Amount \$ <u>\$110,032</u>
Account Number(s): <u>11000-621200-212000-651000</u>	100 % Amount \$ <u>108,908</u>

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 <u>[Signature]</u>	Date <u>5/20/22</u>	4. Human Resources Signature <u>[Signature]</u>	Date <u>8/10/22</u>
2. Division Vice President Signature <u>[Signature]</u>	Date <u>07.13.2022</u>	5. Vice President, Human Resources <u>[Signature]</u>	Date <u>8/11/2022</u>
3. Chief Compliance/Budget Officer Signature <u>[Signature]</u>	Date <u>08/02/22</u>		

☒ Funding available ☐ Funding not available Position Number: CB9869 Contract Number: 214126

Comments: Funded with the elimination of CB9926

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 [Signature] Date 8.17.22

☐ 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

MT SAN ANTONIO COLLEGE
FY 2022-23 SALARY PROJECTION

POSITION NUMBER	FTE	SCH RANGE	STEP	TOTAL MONTHS	TITLE	FUND	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	Funding Source
From:										

FY 22-23 Budget of Original Position:

CB9926	1.000	UB	76	3	12	Lead Locksmith	11000	71,602	43,276	114,878 UGF
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To:

FY 22-23 Reclassification of Original Position:

CB9926	1.000	UB	71	3	12	Preventative Maintenance, AC and Heating Mechanic	11000	68,012	42,020	110,032 UGF
Saving							(3,590)	(1,256)	(4,846)	

**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.