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Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	Facilities - Maintenance
Position Title	General Maintenance Worker
Salary Range	30
Annual Salary at Step B*	45,960
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	12-month

Q2

Current goal this position will directly advance/support

Organizational Health - improve/maintain facilities

Q3

How will this position directly advance/support the goal listed above?

Over the past twelve years, the college has expanded square footage of the campus and built new buildings (e.g. B, E, H, I, Chiller expansion, Student Services Building, and OH). Those buildings represent over 100,000 additional square feet to the campus yet no additional maintenance staff were added to service these areas. The result has been that the college has significantly fallen behind in preventative maintenance and regular work orders. Without regular maintenance, the buildings are at risk for mechanical, plumbing, and waterproofing failure which could impact the college on a fiscal level. More importantly, any emergencies or building failures could displace classes and negatively impact the educational goals of the college. An additional position would allow the department to successfully maintain the new buildings.

Q4

Additional general fund position

What type of position is being requested?

Q5

Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).

30 - GENERAL MAINTENANCE WORKER.docx (18.8KB)

Q6

What are the actual duties and responsibilities that are specific to this requested position that you would like to highlight to help the Classified Hiring Priorities Committee understand the need for this position?(200 words or less)

Provide assistance to skilled maintenance workers in the electrical, carpentry, plumbing and heating/air conditioning maintenance trades.

Perform various building maintenance and repair duties; maintain and repair doors, door closures, locks and windows; patch and repair roofs as necessary.

Remove, replace and repair plumbing fixtures and faucets; replace washers and gaskets as necessary.

Patch and prepare surfaces for painting; paint various surfaces including walls, cabinets and shelving; stripe parking lots as required.

Assist in the maintenance and repair of heating and air conditioning equipment and systems as required; check equipment and systems for proper operations and replace belts, fans, filters and other parts as necessary.

Maintain routine records related to maintenance and repair activities.

Operate a variety of equipment and machines including drill, saw, drill press, grinder, sander, painting equipment and other hand and power tools.

Q7

Please address the following: How are the duties of the requested position currently being performed, if at all? How does the lack of this position impact the program or service area? What impact, if any, have frozen or vacant positions within the department had on services or staff workload? (200 words or less) (Rubric Criteria 1)

The duties are currently being performed by 1 supervisor and 3 maintenance staff. However, this does not reflect the needs of the college nor does it meet national standards. Nationally, the median number of square feet per FTE for maintenance is 1 worker per 50,000 square feet (FacilitiesNet national survey). Our college has approximately 486,242 sq ft of gross building area and 327,808 sq ft of assignable square feet. Using the median national average and assignable square feet, it is estimated the maintenance department would have at least six employees. At the current staffing levels of four maintenance workers, they would only be able to successfully maintain 200,000 square feet leaving approximately 127,808 square feet without regular maintenance. Without this additional position, the maintenance team will struggle to complete regular preventative maintenance and complete work orders.

Q8

How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position? **Please use both quantitative and qualitative data including, but not limited to: enrollment and productivity data, staffing or other studies, surveys, volume of students or employees served, total comp time accrued, number of hourly/intern/volunteer/work-study, and services provided.** (200 words or less) (Rubric Criterion 2)

As mentioned above, the national median number of square feet per FTE for maintenance is 1 worker per 50,000 square feet (FacilitiesNet national survey). Our college has approximately 486,242 sq ft of gross building area and 327,808 sq ft of assignable square feet. Using the median national average and assignable square feet, it is estimated the maintenance department would have at least six employees. At the current staffing levels of four maintenance workers, they would only be able to successfully maintain 200,000 square feet leaving approximately 127,808 square feet without regular maintenance. Without this additional position, the maintenance team will struggle to complete regular preventative maintenance and complete work orders.

The assignable square footage does not take into account any new buildings. For instance, the new F buildings (F1 and F2) will be approximately the same square footage of the current F-Bldg. However, it is likely that new buildings, swing spaces/annexes, and temporary restrooms will be built over the next five years. As these spaces are built, it is vital that the college has appropriate staffing to protect these investments and ensure that instruction can continue.

Q9

Organizational Health

Which of the College's strategic priorities will this position most directly support? Note: Selecting more than one strategic goal will not impact the Classified Hiring Priorities Committee rating of the position.

Q10

Please explain how the requested position will support the college strategic priority(ies) identified above. (200 words or less) (Rubric Criterion 3)

As part of the organizational health of the college, it is vital that buildings are safe and functional so that instruction can continue. An additional maintenance position would allow the department to successfully maintain new and current buildings. The position would help maintain the plumbing, lighting, electrical, and HVAC needs of the buildings. This position would also help with preventative maintenance and manage emergencies across campus.

Q11

How will the position impact the ability of the program or service area to innovate and meet changing needs? (200 words or less) (Rubric Criterion 3)

As the college square footage grows, the maintenance staffing must also increase. This position will allow the department to catch up on preventative maintenance and ensure that buildings are safe/functional. New buildings (e.g. OH) and new technology often requires additional training, maintenance, and expertise. An additional maintenance person will allow the department to remain current on new equipment.

Q12

Please confirm that you have discussed this faculty position request with the dean or manager and that you understand that deans and managers will be providing feedback to help inform the prioritization process.

Yes, I have discussed this position request with the Dean or Manager