

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE:  NEW POSITION  EXISTING POSITION  
(allocated)

**PART I - Position Information. Items 1 through 12 to be completed by department**

1. Agency Name: Kansas State University  
9. Position Number: W0042619  
10. Department ID: 3670050030

2. Employee Name (leave blank if position vacant)  
11. Present Class Title (if existing position)

3. Division: National Ag Biosecurity Center (NABC)  
12. Proposed Class Title: Buildings System Technician

4. Section: Biosecurity Research Institute (BRI)

5. Unit

6. Location (address where employee works)  
City: Manhattan County: Riley

7. Type of Appointment (Circle)

Full Time Part Time 100%  
School Employee  
Limited Term ending date (if applicable):

H	13. Allocation	Buildings System Technician
U	Supervisory Status:	yes/no
M	FLSA CODE:	nonexempt/exempt
A		
N		
R	14. Effective Date:	2/22/08
E	15. By:	Approved: [Signature]
S	16. Audit(s)	
O	Date:	By:
U	Date:	By:
R		
C	17. Position Review(s)	
E	Date:	Date:
S	Date:	Date:

8. Regular hours of work: (enter appropriate time)  
FROM: ~~8:00~~ TO: ~~4:30~~ Position is full time. Rotating Shifts day and night

**PART II - Organizational Information. To be completed by department head or supervisor of the position.**

18. a) Briefly describe why this position exists. (Include how the position relates to the purpose, goal, or mission of the unit.)

To provide 24/7 coverage for emergency and preventative maintenance for mechanical, electrical, and controls systems at the Biosecurity Research Institute.

b) If this is a request to reclassify a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of the incumbent in this position? (Who assigns work, gives directions, answers questions and evaluates.)  
Name: Tom McCoy Title: Facility Engineer Position Number: W0041548

List other individuals who may provide input for evaluation purposes.

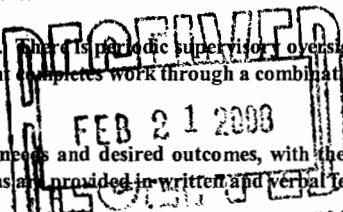
Name	Title	Position Number
Tim Nelson	Utilities Systems Manager	W0042176
Bryan Phillips	Building Management Systems Specialist	W0042170
Scott Rusk	Associate Director	

20. a) How much latitude is employee allowed in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

a). The incumbent has moderate latitude for scheduling work of tasks. There is periodic supervisory oversight and direction for work assignments and priority through staff meetings and direct communication. Incumbent completes work through a combination of scheduling, priority management, self direction, , program needs, and workload management.

b). Assignments are most often described according to the immediate needs and desired outcomes, with the incumbent having limited freedom to organize and structure the tasks for most effective use of time. Instructions are provided in written and verbal formats as necessary.

c). Assignments vary from scheduled to emergency action and are normally given with deadlines, with the incumbent having limited freedom to



21. Describe the work of this position using this page and/or one additional page only. (Please use the following format to create task statements for actual job duties:)

What is the action being done (use an action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); \*how is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task, state: Who reviews it? How often? What is it reviewed for?

Number each task and indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position or one that can be performed with assistance or by another individual. OFFICIAL DETERMINATIONS ARE MADE BY CLASSIFICATION SERVICES.

\*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

No. % E or M

**Building Systems Technician/ GMRT**

65% E

Operate, monitor, and maintain the BRI utility systems.

- Performs the full range of operation, maintenance, repair, and trouble shooting of various building systems and related components.
- Hands-on maintenance and repair of systems and equipment including but not limited to steam boilers, heat exchangers, deaerators, air handling units, etc. Includes troubleshooting microprocessor control system, programming settings, repair or replacement of manual and electronically controlled steam and water valves, piping, check valves, regulators, traps, gaskets, seals, printers, sensors and probes and steam heating water generator, hot water coils, electric pressure switches, electric and pneumatic controls, modulating valves, and temperature control valves.

20% E

Provide support and maintenance in other areas of the complex. Employee will assist other repair and maintenance personnel representing trades including; carpentry, painting, cleaning, and industrial repair.

10% M

Maintain logs of daily and weekly maintenance by interfacing with a centralized maintenance management system to generate facility operational data and repairs coordination.

5% E

Performs other duties as assigned. This includes but is not limited to stocking supplies and equipment needed. Assisting with FOB deliveries. Attending mandatory training for BRI employees as well as remaining current on safety procedures.

22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- ( ) Lead worker: Assigns, trains, schedules or oversees work of others.
- ( ) Supervisor: Plans, staffs, evaluates, and directs work of employees of a work unit.
- ( ) Manager: Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b) List the class titles, and position numbers of all persons who are directly supervised and evaluated by employee in this position.

Title	Position Number
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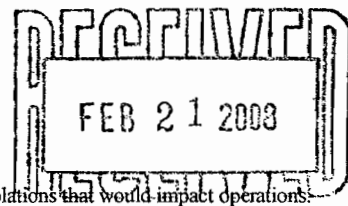
None

23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
- ( ) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- ( ) Major program failure, major property loss, or serious injury or incapacitation.
- (X) Loss of life, disruption of operations of a major agency.

Please give examples and describe consequences of action.

Regulatory (State, Federal, University, Local) compliance activities can result in fines, citations, and violations that would impact operations.



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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which each is used.

Hand tools, airflow monitoring devices, electric hand tools, drills, saws, tools, computer equipment, lifts, carts, - Daily Use

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**PART III - Education, Experience and Physical Requirements Information.**

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27. MINIMUM REQUIREMENTS as stated in the State of Kansas Class Specification. (Job skills beyond state specifications should be entered in #29)

Two years experience in the following building mechanical trades: electrical, electronics, plumbing, power plant operation, boiler operation, HVAC, and electronic/pneumatic control repair. Education may be substituted for experience as determined relevant by the agency.

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28. NECESSARY SPECIAL REQUIREMENTS

a) List any licenses, registrations or certifications for this position that are required to perform the essential functions of the position.

Candidate/employee must consent to a criminal background check and be willing to submit for a Government Security clearance.

b) Describe the physical requirements of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Carries a cell phone and/or pager and responds to BRI emergencies 24/7.

Work inside biocontainment spaces which may require use of personal protective equipment such as respiratory protection and may need to participate in special immunization programs.

Ability to move freely, <sup>transport</sup> carry up to 75 pounds and be capable of wearing respiratory protection, including a self-contained breathing apparatus (SCBA) is required.

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29. PREFERRED QUALIFICATIONS AND SKILLS

a) List preferred education or experience that may be used to screen applicants.

Biocontainment / Hospital Experience

Centralized Maintenance Management System (CMMS) experience

Boiler Operation

b) List preferred special knowledge, skills and abilities.

Very strong communication skills (oral & written).

Proficiency in Microsoft Office Suite, adept at learning new software and utilizing new office communication technology.

Ability to learn and apply biocontainment principles to operation of building systems.

Factory Training and or Certifications related to HVAC systems or components.

Experience reading blue print, schematic, and electrical wiring diagrams.

Skilled in the use of tools and instruments in the electric, plumbing, pipe fitting, and air conditioning trades.

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30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

State additional qualifications for this position that are necessary as a bona fide occupational qualification (BFOQ).

N/A