

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COORDINATOR – GROUNDS MAINTENANCE & COLLEGE SUPPORT

PAY GRADE: P-9

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To facilitate the maintenance and college support services for college wide operations. Assists in the supervision of Facilities / Plant Operations activities as directed. Supervise and coordinate the work of the grounds maintenance personnel and grounds maintenance contracts. Coordinate the chemical treatment of all college grounds. Coordinate record-keeping activities essential to the operation of the department. Assist in the administration of the college work request system. Coordinate the operation of the college warehouse and college inventory. Coordinate support services for college wide special events and activities.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required. Prefer additional training through attendance at technical or vocational school.
2. Years of experience in field: Four years of progressively responsible experience in the various crafts preferred in the maintenance of buildings, facilities and equipment. Supervisory experience preferred
3. Special skills or abilities related to position: Ability to work a flexible schedule to include nights and weekends required. Positive human relations' skills. Ability to prioritize assignments and to organize work flow. Ability to exercise independent judgment and to work with no supervision. Knowledge of standard methods, practices, codes, tools and materials of several of the skilled trades. Ability to locate and diagnose causes of malfunctions in equipment. Ability to direct the work of grounds maintenance employees. Current Florida driver's license.

ESSENTIAL JOB FUNCTIONS:

1. Assign work and supervise tasks of areas assigned.
2. Recommend personnel actions for employees assigned to unit.
3. Facilitate the procurement of supplies for all assigned areas. Be responsible for receivables and unit inventories.
4. Coordinate and supervise grounds maintenance and inmate program.
5. Serve as campus liaison with related internal and external departments, agencies, and utilities. Coordinate site visits, scheduling, logistics, and work requests.

Revised - 7-09-13 - Changed from Exempt to Non-Exempt

11/08/04

Revised 11-22-04

ESSENTIAL JOB FUNCTIONS (Continued):

6. Responsible for facility/event set-up and tear down. Assure that facilities are prepared and functional.
7. Provide information, input, and recommendations to the Director as needed or requested.
8. Perform other duties as assigned by the Director.
9. Oversee departmental operations in the absence of the Director.
10. Evaluates performance of subordinates.
11. Report to duty as required for critical incidents such as hurricanes, and other emergencies.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Heavy (45 pounds and over) lifting and carrying.
- Reaching.
- Climbing.
- Walking.
- Standing.
- Kneeling.
- Bending.
- Stooping.

ENVIRONMENTAL CONDITIONS:

- Works inside and outside in various weather conditions.
- In or with moving vehicles and/or equipment.
- Grease or oils.
- Uneven surfaces.
- Chemicals.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 10 (Maintenance), Ocala Campus

SUPERVISOR OF POSITION: Director of Facilities