

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COORDINATOR – GROUNDS MAINTENANCE & APPLETON SUPPORT

PAY GRADE: P-9

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To facilitate the maintenance and Appleton support services for museum wide operations. Assist 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 Appleton Museum 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 Appleton warehouse and Appleton inventory. Coordinate support services for Appleton wide special events and activities.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

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' progressively responsible experience in the various crafts preferred in the maintenance of buildings, facilities and equipment required. Supervisory experience required.
3. Special skills or abilities related to position: Ability to monitor and respond to night-time security, fire and HVAC alarms on a scheduled basis with the Coordinator of Facilities. Ability to troubleshoot electrical problems such as motor starts, variable speed drives, lighting contractors, fiber-optic lighting and chiller diagnose-restart. Ability to troubleshoot fire alarms and replace devices and other required system components and repair/add-on to the system as required. Ability to troubleshoot and repair, replace or install security devices and closed circuit TV components to security system as required. Ability to maintain temperature/humidity control parameters and troubleshoot critical alarms as they occur on the Siemens Energy Management System. Ability to

PREREQUISITES FOR POSITION (Qualification Standards) (Continued):Special skills or abilities related to position (Continued):

schedule EMS data to facilitate Event planning and energy requirements for set-ups.

ESSENTIAL JOB FUNCTIONS:

1. Prioritize assignments, assign work, organize work flow and supervise tasks of areas assigned.
2. Evaluate and 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 museum liaison with related internal and external departments, agencies, and utilities.
6. Coordinate site visits, scheduling, logistics, and work requests.
7. Work a flexible schedule to include nights and weekends required.
8. Positive human relations skills.
9. Ability to exercise independent judgment and to work with no supervision.
10. Knowledge of standard methods, practices, codes, tools and materials of several of the skilled trades.
11. Current Florida driver's license.
12. Responsible for facility/event set-up and tear down. Assure that facilities are prepared and functional.
13. Provide information, input, and recommendations to the Coordinator as needed or requested.
14. Perform other duties as assigned by the Coordinator.
15. Oversee departmental operations in the absence of the Coordinator.
16. 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.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).

PHYSICAL DEMANDS (Continued):

- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

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: Appleton Museum of Art (Plant Operations)

SUPERVISOR OF POSITION: Coordinator of Facilities - Appleton Museum of Art