

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: FACILITIES WORKER

PAY GRADE: C-3

OVERTIME STATUS: NON-EXEMPT

#### MAJOR RESPONSIBILITY:

Perform general maintenance and specialized functions for educational facilities, campus grounds, building custodial maintenance and exterior of facilities in order to improve image of college and to provide for safety. Perform building maintenance task as needed and assist trades workers with repairs and maintenance. Perform security duties and assist campus security as needed.

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.
2. Years of experience in the field: Minimum of one year of experience in related fields required.
3. Special skill or abilities related to position:
  - Practical, working knowledge of ornamental horticulture.
  - Ability to follow instruction and work without supervision. Knowledge and skill in use of standard power-operated ground equipment. [Must be able to lift 65 pounds.] Possession of a valid Florida driver's license required.
  - Knowledge of the characteristics and proper uses of various fertilizers, soil conditioners, herbicides, pest control methods and materials, drainage control methods, watering, and irrigation systems including wells, pumps, and automatic controls.
  - Ability to compile and prepare annual budget estimates. Ability to compile, research, and analyze data and to propose recommendations based on the information available. Ability to meet multiple deadlines, to use independent judgment and to remain calm in stressful situations.
  - Knowledge of the materials, methods and equipment typically used in janitorial work.

Special skill or abilities related to position (Continued):

- Knowledge of the materials, methods and equipment used to perform painting, electrical work, HVAC repair, general maintenance, plumbing repair, carpentry.
- Knowledge of occupational hazards and safety precautions.
- Ability to work with college administrators for specific needs for campus operation.
- Ability to perform campus security duties and assist college security manager as required.

ESSENTIAL JOB FUNCTIONS:

1. Recommend procedures, methods, and equipment to be utilized for the most effective maintenance and operation program.
2. By February 1 of each year, submit a maintenance improvement program report to the Director of Facilities. Assist the Director of Facilities in preparing the annual maintenance budget and operate within the approved budget.
3. Inspect the facilities daily to ensure proper maintenance and operations.
4. Assist supervisor in ordering supplies and equipment parts as needed.
5. Perform a variety of routine grounds keeping duties such as planting, fertilizing, pruning, watering, weeding, mowing and landscaping.
6. Scrub, mop, wax, and polish floors. Dust and polish furniture. Wash windows, woodwork, toilets, blinds, washrooms, and fixtures. Vacuum and empty trash.
7. Perform carpentry, plumbing, electrical work, HVAC repairs, preventive maintenance.
8. Be alert for any possible security problems and report to campus security office.
9. Advise on and assist with new landscaping projects and plant and lawn care.
10. Carry out planned program of spraying/fertilizing.
11. Operate tractors, mowers, edgers, weed eaters, and similar power equipment and hand tools in order to mow and trim grass and grassy areas of campus.
12. Assist in pruning trees and shrubs. Remove and dispose of limbs, branches, leaves, moss and other matter.
13. Remove litter from grounds and from trash containers, and perform clean-up maintenance on campus roads, water retention areas, and parking lots.
14. Assist in minor repairs to roads, parking lots, and draining/irrigation systems.
15. Apply pesticides, fungicides, nutrients, and other authorized chemical products as needed.
16. Perform other duties as assigned by supervisor, including assisting with relocation of furniture and equipment and other non-routine tasks within the Facilities division.

(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).
- 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 heavy (65 pounds or more) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- Ability to drive a college vehicle.
- Equipment operation.

ENVIRONMENTAL CONDITIONS:

- Works outside in various weather conditions.
- In or with moving vehicles and/or equipment.
- Radiant energy.
- Grease or oils.
- Uneven surfaces.
- Cleaning solutions.

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

PRIMARY LOCATION OF JOB: Ocala Campus, Citrus Campus and Hampton Center

SUPERVISOR OF POSITION: Designated at time of hiring