COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: TRADES SPECIALIST – HVAC / Preventive Maintenance

PAY GRADE: C-5

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To perform skilled and specialized work in the building operations trades, for the day to day operation of college facilities. Complete college-wide work orders as assigned by plant operation managers. This is semi-skilled and skilled work at the advanced apprentice level in the maintenance, service, cleaning and repairs of HVAC equipment. Work at this level includes, but is not limited to: cooling towers, chillers, air compressors, air handler units, exhaust and supply fans, water pumps and mechanical equipment.

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. A comparable amount of training may be substituted for the minimum qualifications.

2. Years of experience in field: 3 years' experience in the HVAC trade, either as trades helper (or equivalent) or as a participant in good standing in an acceptable formal training program required.

   Valid Florida driver's license required.

3. Special skills or abilities related to position: Knowledge of standard trade tools and of occupational hazards, safety precautions, local codes and regulations pertaining to the trades is essential. Ability to read, interpret and work from blueprints, specifications and operating manuals. Ability to maintain records of work performed. Skill in the repair and maintenance of educational buildings, facilities, and other tasks needed in the operation of a college campus, but not limited to: carpentry, drywall, masonry construction, demolition, renovations and remodeling of college facilities.

PREREQUISITES FOR POSITION (Qualification Standards) (Continued):

Positive human relation skills, with the ability to establish and maintain a good working relationship with college wide departments and employees. Ability to communicate effectively both in writing and orally.

ESSENTIAL JOB FUNCTIONS:

1. Maintain, clean and repair cooling towers, air compressors, air handler units, exhaust and supply fans, water pumps and related equipment, direct expansion equipment and water coolers.
2. Complete work request as assigned by plant operation managers for college wide maintenance, renovations, and remodeling.
3. Work with electrical, HVAC, plumbing, grounds, locksmith, signage, and special event staff as needed to maintain college facilities and college operations.
4. Work as requested in the event of an emergency such as hurricane, fire, violence, terrorism, or other emergency crises.
5. Work a flex schedule, including weekends, as required to maintain campus equipment and systems to maintain college operations.
6. Perform related work as assigned by supervisor, including duties of a trades worker of a lower level.
7. Preventive maintenance of all college-wide mechanical systems, including air side filtration, coil cleaning, belts and bearings.
8. Operation and maintenance of all college-wide HVAC Systems, including energy management systems, hydronic heating and cooling systems, direct expansion HVAC equipment, refrigeration and kitchen equipment.
9. Perform tasks by using the standard tools, materials, codes methods, and safe practices of the HVAC trade.
10. Operate power-driven and manually-operated equipment and tools. Maintain and ensure the safe operating condition of assigned equipment, tools and vehicles according to established policy and sound trade practices.
11. Operate various hand-held manual, electrical and gas-powered tools and equipment. Operate various trade specific tools and instruments, such as diagnostic meters and gauges.
12. Perform various record maintenance duties (i.e. work orders, materials and supplies utilized, cost estimates, labor required, maintenance logs, fuel logs).
13. Recognize and report any detected deterioration, repair needs and maintenance needs to supervisor.
14. Perform planning, estimating and coordination of assigned tasks, and assists with such in more complex projects (i.e. renovations, new construction, complex repairs).

(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 (40 pounds or more) 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: Building 10 (Maintenance), Ocala Campus

SUPERVISOR OF POSITION: Director of Facilities and Plant Operations