

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: COORDINATOR MAINTENANCE – APPLETON MUSEUM OF ART

PAY GRADE: P-3

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

Responsible for the oversight of the Appleton Museum of Art physical plant, maintenance department and custodial, grounds, and direction of all facilities' employees.

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: Graduation from accredited high school or trade school required. AA degree preferred, state certified contractor license preferred.
2. Years of experience in field: Five years' supervisory experience related to facilities plant maintenance and operations, including ground maintenance functions required.
3. Special skills or abilities related to field: Knowledge of administrative computer applications. Knowledge of administrative computer applications as related to departmental job functions. Knowledge of construction and maintenance materials and their proper application. Ability to plan and direct the proper maintenance of existing facilities. Ability to supervise effectively. Ability to communicate effectively, both orally and in writing.

### ESSENTIAL JOB FUNCTIONS:

1. Manage the estimating, scheduling, and priority assignments of department resources in maintaining the physical plant and grounds.
2. Provide the technical and administrative support to all department personnel so they can accomplish their assigned duties.
3. Manage and supervise the examination of the Appleton Museum's facilities and grounds on a regular basis for needed repairs and maintenance.

ESSENTIAL JOB FUNCTIONS (Continued):

4. Museum keys - inventory, maintain, and assign.
5. Develop and manage budgets assigned.
6. Provide technical and administrative assistance to consultants and contractors providing design, construction, and maintenance service to the Appleton Museum.
7. Oversee the recruitment, screening, and selection of Facilities Services personnel.
8. Plan and administrate a regularly scheduled preventative maintenance program.
9. Plan and develop required reports to determine department resource allocations and scheduling.
10. Manage all facilities activities with appropriate museum personnel under the direction of the director of Facilities Services.
11. Provide for the proper maintenance of personnel and administrative records for all Facilities Services personnel.
12. Due to the scope of responsibility of this position and the need for the college to communicate both during the weekday and after regular work hours, the employee must possess a cell phone and provide the number to Human Resources, the immediate supervisor, and the vice president of Administration and Finance.
13. Work a flexible schedule that may include nights and weekends.

(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 moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works indoors and outdoors in varying weather conditions.

PRIMARY LOCATION OF JOB:      Appleton Museum of Art

SUPERVISOR OF POSITION:

Director of Facilities and Plant Operations with reporting responsibility to the Director of Appleton Museum