

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: COORDINATOR – GROUNDS MAINTENANCE & COLLEGE SUPPORT  
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: P-1

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.

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 a 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. 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 required.

Revised 01-22-20; 08-11-20

Reactivated & Revised JD to P/T 02-01-18

Delete JD 05-18-17 - New title: Coord Maint Ocala, Hampton, Vintage Farm-P-11

Revised - 07-09-13 - Changed from Exempt to Non-Exempt

New 01-08-04; Revised 11-22-04

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.
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. Evaluate 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.)

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 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