

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: MAINTENANCE REPAIR WORKER
(Part-time - Not to Exceed 25 Hours per Week)

PAY GRADE: C-1

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To help with a variety of assignments, either clerical, record keeping, or manual, which assist the Maintenance Facilities Staff in the performance of their duties.

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 GED required. Current Florida driver's license required.
2. Years of experience in field: One year of full-time work experience required in any of the following areas, as needed for a specific position:
 - Vehicle maintenance
 - Record keeping
 - Dispatching
 - Craft trades helper
 - Equipment repair
3. Special skills or abilities related to position: Dependent upon assignment. Should be compatible with essential job functions. Must have ability to understand verbal and written communications and to follow instructions.

ESSENTIAL JOB FUNCTIONS:

1. As a maintenance/office worker:
 - Receive, schedule and process work orders and requisitions for materials.
 - Schedule the use of vehicles and assist in their maintenance.

ESSENTIAL JOB FUNCTIONS (Continued):

- Perform monthly inventory of automotive fuels, motor oils, and other high value fluids.
 - Assist in the assignment and security of all keys to facilities.
 - Assist with inventory control of all college property.
2. As a maintenance/grounds helper:
- Assist in the maintenance of grounds, including trash removal.
 - Assist in sign and light pole painting and repair.
 - Assist in the upkeep and storing of equipment and supplies.
3. As a maintenance/trades helper:
- Help move, lift and store items. Load and unload heavy materials from trucks and vans. Move or aid in moving furniture or equipment and large bulky objects.
 - Assist with the indoor and outdoor painting of buildings.
 - Assist skilled trade workers in making repairs replacements and adjustments to college property.
 - Assist in removing and replacing light bulbs or other lighting fixtures, and filters.
 - Assist in making physical arrangements for special events.
 - Help protect and maintain security of property and buildings.
 - Assist in routine maintenance and servicing of equipment and tools.
 - Assist with day labor construction projects.

(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.

ENVIRONMENTAL CONDITIONS (Continued):

- Grease or oils.
- Uneven surfaces.
- Chemicals.

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

PRIMARY LOCATION OF JOB: As assigned to areas of the campus, with schedules made at Building 10 (Maintenance), Ocala Campus.

SUPERVISOR OF POSITION: Director – Facilities and Plant Operations,
Coordinator – Maintenance (Citrus, Levy & Appleton
Museum of Art)