

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: TRADES HELPER  
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: C-3

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

To assist trades workers in repair, renovation and remodeling projects and to perform routine maintenance tasks under supervision.

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: Two or more years’ in a construction trade or maintenance occupation.
3. Special skills or abilities related to position: Ability to gain knowledge of methods, materials, tools and practices used in specialized trade or in building, painting, electrical plumbing, carpentry or mechanical crafts. Have knowledge of occupational hazards and safety precautions of the specific trades.

### ESSENTIAL JOB FUNCTIONS:

1. Assist in making repairs to buildings and equipment, including electrical systems and electrical apparatus.
2. Assist in repairing circuits and broken wires. Clean and repair circuits and thermostats.
3. Assist plumbers in the installation of flush tanks, sink bowls and commodes. Repair water and sewer lines.

ESSENTIAL JOB FUNCTIONS (Continued):

4. Work with electrical, HVAC and other construction maintenance personnel.
5. Assist in repair of door locks and frames. Perform minor carpentry work and woodworking duties. Assist in repair of roofs and partitions.
6. Operate power woodworking tools and related equipment.
7. Perform related work as assigned by supervisor, including mowing and duties related to a trades worker at a lower level.
8. Perform other related duties as assigned by supervisor.

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

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 (Plant Operations), Ocala campus.

SUPERVISOR OF POSITION: Director of Facilities or Facilities Manager