

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: COORDINATOR MAINTENANCE – CITRUS

PAY GRADE: P-11

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

Responsible for the oversight of the Citrus Campus' physical plant, maintenance department, custodial, grounds, and public safety, and direction of all facilities' and public safety employees.

### 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 of supervisory experience related to facilities plant maintenance and operations, including ground maintenance functions are 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 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 Citrus Campus' facilities and grounds on a regular basis for needed repairs and maintenance.
4. Manage the inspection and quality assurance of services performed by the department, contractors, and consultants which have an impact upon the physical plant.
5. Campus Keys - Inventory, maintain, and assign

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06-07-00

ESSENTIAL JOB FUNCTIONS (continued):

6. Develop and manage budgets assigned.
7. Provide technical and administrative assistance to consultants and contractors providing design, construction, and maintenance service to the Citrus Campus.
8. Oversee the recruitment, screening, and selection of Facilities Services personnel, and Public Safety officers.
9. Plan and administrate a regularly scheduled preventative maintenance program.
10. Plan and develop required reports to determine department resource allocations and scheduling.
11. Manage all facilities and public safety activities with appropriate college personnel; Director of Facilities, and Manager of Public Safety.
12. Provide for the proper maintenance of personnel and administrative records for all Facilities Services personnel.
13. 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.

(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.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate effectively both orally and in writing.
- Moderate (15 to 44 pounds) lifting and carrying.
- Climbing.
- Walking.
- Standing.
- Kneeling.
- Bending.

ENVIRONMENTAL CONDITIONS:

- Works indoors and outdoors in varying weather conditions.

PRIMARY LOCATION OF JOB: Citrus Campus

SUPERVISOR OF POSITION: Vice President / Provost - Citrus Campus

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