

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COORDINATOR – GROUNDS MAINTENANCE & APPLETON SUPPORT

PAY GRADE: P-9

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To facilitate the maintenance and Appleton support services for museum 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 Appleton 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 Appleton warehouse and Appleton inventory. Coordinate support services for Appleton wide special events and activities.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required. Prefer additional training through attendance at technical or vocational school.
2. Years of experience in field: Four years of progressively responsible experience in the various crafts preferred in the maintenance of buildings, facilities and equipment required. Supervisory experience required.
3. Special skills or abilities related to position: Ability to monitor and respond to night-time security, fire and HVAC alarms on a scheduled basis with the Coordinator of Facilities. Ability to troubleshoot electrical problems such as motor starts, variable speed drives, lighting contractors, fiber-optic lighting and chiller diagnose-restart. Ability to troubleshoot fire alarms and replace devices and other required system components and repair/add-on to the system as required. Ability to troubleshoot and repair, replace or install security devices and closed circuit TV components to security system as required. Ability to maintain temperature/humidity control parameters and troubleshoot critical alarms as they occur on the Siemens Energy Management System. Ability to schedule EMS data to facilitate Event planning and energy requirements for set-ups.

ESSENTIAL JOB FUNCTIONS:

1. Prioritize assignments, assign work, organize work flow and supervise tasks of areas assigned.
2. Evaluate and 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 museum liaison with related internal and external departments, agencies, and utilities.
6. Coordinate site visits, scheduling, logistics, and work requests.
7. Work a flexible schedule to include nights and weekends required.
8. Positive human relations skills.
9. Ability to exercise independent judgment and to work with no supervision.
10. Knowledge of standard methods, practices, codes, tools and materials of several of the skilled trades.
11. Current Florida driver's license.
12. Responsible for facility/event set-up and tear down. Assure that facilities are prepared and functional.
13. Provide information, input, and recommendations to the Coordinator as needed or requested.
14. Perform other duties as assigned by the Coordinator.
15. Oversee departmental operations in the absence of the Coordinator.
16. 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.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Heavy (45 pounds and over) lifting and carrying.
- Reaching.
- Climbing.
- Walking.
- Standing.
- Kneeling.
- Bending.
- Stooping.

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: Appleton Museum of Art (Plant Operations)

SUPERVISOR OF POSITION: Coordinator of Facilities - Appleton Museum of Art