

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COORDINATOR MAINTENANCE – OCALA, HAMPTON, VINTAGE FARM

PAY GRADE: P-11

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Responsible for the oversight of the Ocala Main Campus, Hampton Center, and Vintage Farm physical plant, maintenance department, and grounds employees.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." 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: 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 to 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 Ocala Main Campus, Hampton Center, and Vintage Farm facilities and grounds on a regular basis for needed repairs and maintenance.

ESSENTIAL JOB FUNCTIONS (continued):

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
6. Develop and manage budgets assigned.
7. Provide technical and administrative assistance to consultants and contractors providing design, construction, and maintenance service to the Ocala Main Campus, Hampton Center, and Vintage Farm
8. Oversee the recruitment, screening, and selection of Facilities Services personnel.
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 activities with appropriate college personnel; Director of Facilities, and Managers.
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: Ocala Main Campus, Hampton Center, and Vintage Farm

SUPERVISOR OF POSITION: Director of Facilities and Plant Operations