

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: TRADES SPECIALIST - CARPENTER

PAY GRADE: C-8

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To perform skilled and specialized work in the construction trades, for the remodeling and renovation of college facilities. Complete college wide work orders as assigned by plant operation managers.

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: 3 years experience in building construction, carpentry, or other related building construction trades required.

Valid Florida driver's license required.

3. Special skills or abilities related to position: Knowledge of the practices, methods, materials and tools commonly utilized in building construction, carpentry, and finish carpentry. Knowledge of the occupational hazards and safety precautions of the work.
Ability to read, interpret and work from blueprints, specifications and operating manuals. Ability to maintain records of work performed. Skills in the repair and maintenance of educational buildings, facilities, and other task needed in the operation of a college campus. Not limited to carpentry, drywall, masonry construction, demolition, renovations, and remodeling of college facilities. Positive human relation skills, with the ability to establish and maintain a good working relationship with college wide departments and employees. Ability to communicate effectively both in writing and orally.

ESSENTIAL JOB FUNCTIONS:

1. Repair and maintenance of college facilities, not limited to carpentry, construction of interior and exterior walls, construction and maintenance of roof systems, finish carpentry, installation of doors and door hardware. Construction and installation of cabinetry and mill work for college facilities. Construction and installation of interior and exterior signage.

ESSENTIAL JOB FUNCTIONS(continued):

2. Complete work request as assigned by plant operation managers for college wide maintenance, renovations, and remodeling.
3. Work with electrical, HVAC, plumbing, grounds, locksmith, signage, and special event staff as needed to maintain college facilities and college operations.
4. Work as requested in the event of an emergency such as hurricane, fire, violence / terrorism, or other emergency crisis.
5. Work a flex schedule, including weekends as required to maintain campus equipment and systems to maintain college operations.
6. Perform related work as assigned by supervisor, including duties of a Trades worker of a lower level.
7. Considerable knowledge of trade tools and of occupational hazards, safety precautions, local codes to the trade are essential.
8. Ability to plan, assign, review, supervise, and inspect the work of others, schedule facilities and staff, and coordinate work with other trades.
9. Ability to read, write and understand oral and written instructions.
10. Ability to follow instructions relating to work assignments that may be oral or written and may be accompanied by sketches or blueprints.
11. Ability to use electronic mail, web based trouble report systems, PDA based C.M.M.S software.
12. Ability to work and communicate in a multi-ethnic/multi-cultural environment, travel in county and be willing and able to work any shift, weekends, and holidays, perform on-call and respond to after-hour emergencies.
13. Exercises independent judgment in determining work methods, procedures, personnel, and materials needed to complete work.
14. Operates computer and software as required to complete assigned duties.
15. Stays current with codes, technological methods, and advances of the electrical trade.
16. Performs other duties as assigned.

(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:

- Sitting
- Standing
- Walking
- Bending
- Kneeling,
- Crouching
- Twisting
- Stooping
- Reaching

ESSENTIAL PHYSICAL SKILLS (continued):

- Finger dexterity
- Grasping, feeling, repetitive motions,
- Visual acuity
- Must be able to lift/carry, push/pull up to 50 lbs over a distance of 20 feet, and work from heights and in areas where climbing a ladder is required.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 (Maintenance), Ocala Campus

SUPERVISOR OF POSITION: Director – Facilities and Plant Operations