

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: TRADES SPECIALIST - CARPENTER

PAY GRADE: C-5

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.

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: 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. Skill in the repair and maintenance of educational buildings, facilities, and other task needed in the operation of a college campus, but 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, but 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.
2. Complete work requests 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 and other emergency crises.
5. Work a flex schedule, including weekends, as required to maintain campus equipment, systems and 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 and 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 and PDA-based C.M.M.S software.
12. Ability to work and communicate in a multi-ethnic/multi-cultural environment, travel within the county and be willing and able to work any shift, weekends, and holidays, perform on-call and respond to after-hour emergencies.
13. Exercise independent judgment in determining work methods, procedures, personnel, and materials needed to complete work.
14. Operate computer and software as required to complete assigned duties.
15. Stay current with codes, technological methods, and advances of the electrical trade.
16. Perform 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.)

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.

PHYSICAL DEMANDS (Continued):

- 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 (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- 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 of Facilities and Plant Operations