

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: TRADES SPECIALIST - Electrician

PAY GRADE: C-5

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

This is skilled work in the installation, maintenance, and repair of college electrical systems and their related components. Work is under the standard practices of the electrical trade. Position may be assigned to perform general facility maintenance work independently when the nature of the work demonstrates a minimal need for supervision, or the incumbent has acquired the necessary experience and expertise to perform the work.

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 the field: A minimum of four years' full-time diversified experience in the electrical trade is required. Valid Florida driver's license required.
3. Special skills or abilities related to the 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 tasks 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 relations 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. Considerable knowledge of trade tools and occupational hazards, safety precautions, and local codes to the trade is essential.
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. Ability to plan, assign, review, supervise and inspect the work of others, schedule facilities and staff, and coordinate work with other trades.
5. Ability to read, write and understand oral and written instructions.
6. Ability to follow instructions relating to work assignments that may be oral or written and may be accompanied by sketches or blueprints.
7. Ability to use electronic mail, web-based trouble report systems, PDA-based C.M.M.S software.
8. 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.
9. Work as requested in the event of an emergency such as a hurricane, fire, violence, terrorism, or other emergency crises.
10. Work a flex schedule, including weekends as required to maintain campus equipment and systems to maintain college operations.
11. Perform related work as assigned by supervisor, including duties of a trades worker of a lower level.

(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 essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- 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.
- Perform tasks by using safe practices of the electrical trade, standard tools, and materials.
- Operate power-driven and manually operated equipment and tools.

PHYSICAL DEMANDS (Continued):

- Install, maintain and repair electrical distribution systems such as transformers, panel boards, raceways, and wiring devices.
- Install, maintain and repair power and lighting systems.
- Install, maintain and repair control circuits supporting energy management and other devices operating on electricity.
- Exercise independent judgment in determining work methods, procedures, personnel, and materials needed to complete work.
- Operate computerized energy management systems.
- Stay current with codes, technological methods, and advances in the electrical trade.
- Perform other duties as assigned.
- 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