

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: TRADES SPECIALIST – HVAC / Preventive Maintenance

PAY GRADE: C-8

OVERTIME STATUS: NON-EXEMPT

#### MAJOR RESPONSIBILITY:

To perform skilled and specialized work in the building operations trades, for the day to day operation of college facilities. Complete college wide work orders as assigned by plant operation managers. This is semi-skilled and skilled work at the advanced apprentice level in the maintenance, service, cleaning, and repairs of HVAC equipment. Work at this level includes but is not limited to cooling towers, chillers, air compressors, air handler units, exhaust and supply fans, water pumps and mechanical equipment.

#### 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 the HVAC trade, either as trades helper (or equivalent) or as a participant in good standing in an acceptable formal training program required.

Valid Florida driver's license required.

3. Special skills or abilities related to position:

Knowledge of standard trade tools and of occupational hazards, safety precautions, local codes and regulations pertaining to the trades is essential. 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. Maintains, cleans, and repairs cooling towers, air compressors, air handler units, exhaust and supply fans, water pumps and related equipment, direct expansion equipment, and water coolers.
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. Preventive maintenance of all college wide mechanical systems, including air side filtration, coil cleaning, belts and bearings.
8. Operation and maintenance of all college wide HVAC Systems, including energy management systems, hydronic heating and cooling systems, direct expansion HVAC equipment, refrigeration and kitchen equipment.
9. Performs tasks by using the standard tools, materials, codes methods, and safe practices of the HVAC trade.
10. Operates power driven and manually operated equipment and tools. Maintains and ensures the safe operating condition of assigned equipment, tools, and vehicles according to established policy and sound trade practices.
11. Operates various hand-held manual, electrical and gas powered tools and equipment. Operates various trade specific tools and instruments, such as diagnostic meters and gauges.
12. Performs various record maintenance duties, i.e., work orders, materials and supplies utilized, cost estimates, labor required, maintenance logs, fuel logs.
13. Recognizes and reports any detected deterioration, repair needs, and maintenance needs to supervisor.
14. Performs planning, estimating, and coordination of assigned tasks, and assists with such in more complex projects, i.e., renovations, new construction, complex repairs.

(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 orally.
- Heavy (45 pounds and over) lifting and carrying.
- Reaching.
- Climbing.
- Walking.

ESSENTIAL PHYSICAL SKILLS (continued):

- Standing.
- Kneeling.
- Bending.
- Stooping.
- Pushing.

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