

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: TRADES SPECIALIST - Locksmith

PAY GRADE: C-5

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Performs technical lock and key-related work, including the adjustment, repair and replacement of cylindrical lock sets, mortise cylinder boxes, deadbolt lock sets and desk and file cabinet locks. Responsible for sequencing and issuing keys to staff members, replacing lost keys and identifying keys that have been found. Unlocks or secures doors in response to emergencies. 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 preferred, locksmith or carpentry trade required. Valid Florida driver's license required. A valid locksmith vocational certification or equivalent preferred.
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 tasks needed in the operation of a college campus, but not limited to: carpentry, drywall, masonry construction, demolition, renovations and remodeling of college facilities.

PREREQUISITES FOR POSITION (Qualification Standards Continued):

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.

Requires extensive knowledge of a distinct trade or technical function. Knowledge of policies and procedures and can recommend a course of action based upon these guidelines, modifying existing methods or procedures as necessary.

Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Independent judgment is required to identify, select and apply the most appropriate of available guidelines and procedures, interpret precedents and adopt standard methods or practices to meet variations in facts and/or conditions. Comprehensive and thorough knowledge of trade tools and of occupational hazards, safety precautions, local codes and regulations pertaining to the trades is essential.

Knowledge and experience of the trade to determine a method or to devise a means to accomplish the assigned job. Ability to read, write and interpret work from instructions that are received from blue prints, work orders, written or verbally. Ability to use electronic mail, web-based trouble report systems and software. Ability to work and communicate in a multi-ethnic/multi-cultural environment, travel within county and be willing and able to work any shift, weekend and holiday, perform on-call coverage and respond to after-hour emergencies.

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.
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 crises.
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. Perform all tasks related in the design, procurement, installation, maintenance and operation of the college wide locks, keys and electronic access systems, to include the creation of lock schedules to maintain the college master key and building master key system. Assignment of all employee keys and key records.

ESSENTIAL JOB FUNCTIONS(Continued):

8. Work with the IT department as required to maintain electronic systems, hardware, software and the assignment of college wide access cards.
9. Perform tasks by using the standard tools, materials, codes, methods and safe practices of the locksmith-carpentry trade.
10. Install, maintain and repair doors, door frames and other areas associated with locking systems and associated hardware.
11. Determine materials and equipment required; oversees the use, security and disposition.
12. Stay current with codes, technological methods and advances of this trade.
13. Review design plans for new construction and remodeling projects.

(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.

- 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 heavy (40 pounds or more) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

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 Operation