

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: TRADES WORKER

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To perform skilled and specialized work in all facility related trades for the operation and maintenance of education facilities.

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: Five years' experience in the facility maintenance or construction trades required.
3. Special skills or abilities related to position: Knowledge of basic electrical, refrigeration systems, pneumatic control systems and/or plumbing systems. Knowledge of the practices, methods, materials and tools commonly utilized in the repair and service of facility maintenance equipment. Knowledge of the occupational hazards and safety precautions of the work. Knowledge of the basic practices, methods and materials commonly utilized for carpentry, door hardware, glazing systems and other building envelope systems is preferred. Ability to read, interpret and work from blueprints, wiring diagrams, specifications and operating manuals. Ability to maintain records of work performed. Skill in the repair and maintenance of electrical heating, air conditioning and refrigeration equipment is preferred.

ESSENTIAL JOB FUNCTIONS:

1. Repair and maintenance of plant operation equipment (tractors, backhoe, lawn equipment, etc).
2. Repair and maintenance of building heating, air conditioning, refrigeration systems and/or plumbing systems.
3. Work with electrical staff as needed to install conduits, electrical wiring, lighting and electrical devices per project drawings.
4. Work with the HVAC staff as needed to install equipment, piping and control devices for campus-wide heating and cooling systems. Operate a PC driven energy management system controlling campus-wide HVAC controls, irrigation and lighting.
5. Work a flex schedule, including weekends, as required to maintain campus equipment and systems to maintain college operations.
6. Maintain major electrical equipment including motors, clocks, lamps, exit lights, ballasts, fans and computer equipment.
7. Install new electrical services, fixtures and equipment. Install and maintain control panels.
8. Troubleshoot all major electrical problems. Maintain all major electrical system.
9. 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 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.

ENVIRONMENTAL CONDITIONS (Continued):

- Chemicals.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala, Citrus or Levy Campuses, Hampton Center or Appleton Museum of Arts, in an office designated at time of vacancy announcement

SUPERVISOR OF POSITION: Designated at time of hiring/vacancy announcement