

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: TRADES WORKER

PAY GRADE: C-7

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.

#### 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.

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.

Knowledge of the basic practices, methods, materials commonly utilized for carpentry, door and door hardware, glazing systems, and other building envelope systems 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.

ESSENTIAL JOB FUNCTIONS: (Continued):

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.)

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.
- 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: Ocala, Citrus Campuses, Levy Center, Hampton or Appleton Museum of Arts, in an office designated at time of vacancy announcement

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