

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023**

TRADESWORKER SPECIALIST

FLSA STATUS: NON-EXEMPT – PAY GRADE: 9 – C

JOB FAMILY: FACILITIES & CONSTRUCTION

JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Tradesworker Specialist performs semi-skilled work in one or more of the trades - construction, electrical, plumbing, mechanical, HVAC - whereby incumbent assists skilled personnel in performing all manner of trades work. Position performs general to moderately complex trades maintenance work independently as assigned. Position is distinguished from that of the Worker I level by the ability to perform more complex tasks, and greater experience in the trade.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Performs routine to moderately complex construction, maintenance and repairs on structures, facilities, equipment, and other college property in the electrical, plumbing, mechanical, construction, or HVAC trade.

Reads blueprints, diagrams, specifications, manuals, and/or sketches in the preparation and performance of tasks.

Ensures all work performed adheres to established safety standards, building codes and regulations, and engineering standards where applicable.

Performs preventive maintenance according to assigned schedules or when directed.

Operates various standard hand-held manual, electrical, and gas-powered tools and equipment.

Operates a variety of specialized trade specific tools and equipment, i.e., diagnostic instruments, welders, leak detectors, trade specific meters and gauges.

Maintains and ensures the safe operating condition of assigned equipment, tools, and vehicles according to established policy and sound trade practices.

Performs various record maintenance duties where applicable, i.e., work orders, materials and supplies utilized, cost estimates, labor required, maintenance logs, fuel logs.

Recognizes and reports any detected deterioration, repair needs, and maintenance needs to supervisor.

Functions in a “helper” capacity for projects requiring more than one worker and/or greater skill and expertise in the trade.

Assists with the planning, estimating, and coordination of more complex tasks.

Performs related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the Supervisor of Campus Plan.

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SUPERVISION EXERCISED

Employee may act in lead capacity.

MINIMUM QUALIFICATIONS

Requires a high school diploma or high school equivalency supplemented by three (3) years experience in one or more of the trades that demonstrates the ability to perform general to moderately complex trades work with minimal supervision. Vocational/technical diploma or certification in one of the trades may substitute for a portion of the required experience.

SPECIAL REQUIREMENTS

May require possession of a valid state driver's license, the class of which is determined according to trade. Requires Freon/Refrigerant Recovery and Handling certification when primary tradework assigned is HVAC mechanical.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate various hand-held manual, electrical, and gas-powered equipment and tools, where excellent eye/hand/foot coordination is essential for safe and productive operations. Must be able to exert fifty to one hundred pounds of force occasionally, or twenty-five to fifty pounds of force frequently, or ten to twenty pounds of force constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of sedentary work; requires prolonged periods of standing/walking. Requires full range of body motion in manipulation of limbs and torso for working on scaffolding, climbing ladders, and/or working in confined spaces. Requires excellent equilibrium to prevent falling from narrow, slippery, or erratically moving surfaces.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of equipment utilized, physical parts and components of work surface, materials and supplies utilized, and documentation.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions.

Language Ability: Must be able to communicate effectively in standard English, and to convey information to others.

Intelligence: Requires the ability to apply principles of common sense understanding to carry out detailed but uninvolved written or oral instructions; to deal with problems involving concrete variables in situations where standardization exists; to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with co-workers, the public, and supervisors.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; to determine weight; to calculate decimals and percentages; compute ratio and proportion.

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Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, depth and shape, and to visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating vehicles (when applicable), tools and equipment.

Manual Dexterity: Must have excellent levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Must be adaptable to performing under moderate levels of stress when confronted with an emergency or tight deadline.

Physical Communication: May not require the ability to talk or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed with frequent exposure to adverse environmental condition (e.g., dirt, cold, rain, fumes). Tasks may require exposure to extreme heat/cold or extreme weather conditions. Tasks may require exposure to strong odors or smoke. Tasks may require exposure to dust or pollen. The worker may be subject to danger or risk to a significant degree due to the use of chemicals/toxic agents in performing essential functions.

Revised: 6/7/23