

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

TRADESWORKER SENIOR SPECIALIST

FLSA STATUS: NON-EXEMPT – PAY GRADE: 11 – C

JOB FAMILY: FACILITIES & CONSTRUCTION JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Tradesworker Senior Specialist performs semi-skilled to skilled work in several of the trades - construction, electrical, plumbing, mechanical, HVAC - whereby incumbent holds primary responsibility for all around maintenance of assigned facility(s) or area. Position performs general to moderately complex trades maintenance work independently as assigned. Employees in this class are capable of functioning in a lead capacity for I and II level personnel, as work orders warrant. Performs related work, as directed.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

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

Performs moderately complex maintenance and repairs on mechanical systems and components in the pump mechanical, HVAC, or electronics trade.

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

Performs preventive maintenance according to assigned schedules or when directed.

Operates various hand-held manual, electrical and gas-powered tools and equipment, i.e., shovels, mixers, sprayers, drills, hammers, etc.

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.

Acquires greater skill and experience through participating in more complex tasks, and assists with the planning, estimating, and coordination of such.

Functions in a lead capacity over I and II level Tradesworkers for complex projects requiring greater skill and/or manpower, as directed.

Performs related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the Supervisor of Campus Plant.

SUPERVISION EXERCISED

Employee may act in a lead capacity.

MINIMUM QUALIFICATIONS

Requires a high school diploma or high school equivalency supplemented by four (4) years of experience in the applicable trade(s) that demonstrates the required skill level. 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 tradeswork 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 issuing and 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 issue and follow oral or 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.

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