

**HIRING PROCEDURES: *Instructions and List of Class Titles***  
Requiring a Physical

Physical exams are given only to the applicant that is being considered for hire into the position. Departments are responsible to the Student Health Center (SHC) for payment of employment physical exams. The hiring official must advise the applicant to contact the SHC for an appointment. Also, departments must provide the applicant with a copy of the job description and an Employment Physical Exam Form to take with him/her to the appointment at the SHC. The Employment Physical Exam Form can be found on our Human Resources website at <http://www.hr.ucf.edu/web/forms/employment/premphy.pdf>.

The following positions require a physical exam:

Asst. Custodial Superintendent  
Asst. Grounds Superintendent  
Asst. Postal Manager  
Asst. Printing Manager  
Asst. Storekeeping Manager  
Automotive Mechanic  
Automotive Mechanic Assistant  
Automotive Mechanic Supervisor  
Building Construction Inspector  
Clean Room Specialist  
Clerk (Postal Service only)  
Custodial Superintendent  
Custodial Supervisor  
Custodial Worker  
Dispatcher  
Electrician  
Health & Safety Specialist  
Groundskeeper  
Groundskeeping Supervisor  
Grounds Superintendent  
Heavy Equipment Operator  
Law Enforcement Captain  
Law Enforcement Corporal  
Law Enforcement Investigator  
Law Enforcement Lieutenant  
Law Enforcement Officer  
Law Enforcement Sergeant  
Licensed Electrician  
Licensed Plumber  
Locksmith  
Machinist  
Maintenance & Construction Superintendent  
Maintenance Mechanic  
Maintenance Specialist  
Maintenance Superintendent  
Maintenance Supervisor

Maintenance Worker/Dispatcher  
Parking Patroller  
Plumber  
Police Service Supervisor  
Police Technician  
Postal Manager  
Printing Supervisor  
Property Manager  
Refrigeration Mechanic  
Senior AV Equipment Operator  
Senior Clerk (Postal Service only)  
Senior Controls Technician  
Senior Custodial Supervisor  
Senior Groundskeeper  
Senior Heavy Equipment Operator  
Senior HVAC Operator  
Senior Locksmith  
Senior Maintenance Superintendent  
Senior Maintenance Worker/Dispatcher  
Senior Parking Patroller  
Senior Pest Control Tech  
Senior Printer  
Senior Property Manager  
Senior Refrigeration Mechanic  
Senior Storekeeper  
Senior Telecommunications Specialist  
Senior Treatment Plant Operator  
Senior Utilities Supervisor  
Senior Vehicle Operator  
Sheet Metal Worker  
Storekeeper  
Storekeeping Manager  
Storekeeper Supervisor  
Teacher's Aide  
Telecommunications Services Specialist  
Telecommunications Specialist  
Telecommunications Supervisor  
Telecommunications Technician  
Utilities Superintendent  
Utilities Supervisor  
Vehicle Operator

**NOTE: These exams must be completed and/passed prior to making a job offer to the prospective employee. Departments are responsible for payment of physical exams to SHC.**

Should you have any questions regarding typing and/or physical exams for prospective employees, please contact the Recruitment section of Human Resources at 407-823-2771.