

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://hr.ucf.edu/files/USPSPhysicalExamForm.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.