



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Compliance and QA/QC Manager

Job Code: 268

Overtime Pay: Ineligible

Primary Responsibility

This is work performing quality assurance and quality control of standards, systems, processes, personnel, work completion, and materials, and equipment related to University design, construction, maintenance, housekeeping, landscape O&M, utilities, resources, and safety and for Facilities and Safety compliance with statutes, rules, regulations, policies and procedures, and best practices.

Typical Tasks

Oversees inspections of facilities, personnel, processes, and equipment, and systems.

Performs QA/QC assessments and analyses and presents recommendations for improvement.

Reviews and audits Facilities and Safety operations and performance at all levels (from entry-level through administration) and applies knowledge of laws, regulations, rules, policies and procedures to ensure compliance.

Gathers and uses metrics to develop written reports.

Ensures integrity in Facilities and Safety procurement of materials and services for UCF.

Minimum Qualifications

Completion of an approved apprenticeship program in a recognized trade and appropriate experience to total six years; or a high school diploma and six years of appropriate experience. Appropriate vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Construction Specialist

Job Code: 044

Overtime Pay: Ineligible

Primary Responsibility

This is work assisting in the coordination and control of construction projects.

Typical Tasks

Reviews drawings, specifications, cost estimates, and bids.

Conducts routine site inspections of new construction projects to insure compliance with plans, specifications, and schedules.

Conducts final inspections of construction projects.

Insures or assists in insuring fulfillment of contractual obligations.

Serves in liaison with architects, engineers, contractors, and regulatory departments.

Maintains construction project files.

Minimum Qualifications

A bachelor's degree in an appropriate area of specialization and three years of appropriate experience; or a high school diploma and seven years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Building Specialist
Job Code: 258

Overtime Pay: Ineligible

Primary Responsibility

Inspect all phases of university facilities and structures to include interiors, exteriors, and grounds to ensure acceptable quality assurance maintenance standards.

Typical Tasks

Conducts daily inspections of campus facilities to insure upkeep is within acceptable standards.

Documents material condition of buildings, building systems, and utility infrastructure systems in order to maintain a facilities condition database.

Prepares reports on findings and recommend priorities based on current and projected life expectancies of facilities and equipment.

Reviews operational plans for compliance with established quality assurance standards.

May recommend guidelines and schedules for the maintenance and upkeep of all university facilities.

Minimum Qualifications

A bachelor's degree in an appropriate area of specialization and three years of appropriate experience; or a high school diploma and seven years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Facilities Scheduler
Job Code: 043

Overtime Pay: Eligible

Primary Responsibility

This is work allocating and scheduling facilities for a unit.

Typical Tasks

Establishes scheduling patterns.
Schedules classrooms and space for instructional courses, tests, projects, and assemblies.
Tracks the scheduling and allocation of classrooms and space.
Oversees the printing of schedules.

Minimum Qualifications

A high school diploma and five years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Facility Specialist
Job Code: 045

Overtime Pay: Eligible

Primary Responsibility

This is work assisting in the operation of a facility.

Typical Tasks

Assists in coordinating the maintenance and care of a facility.
Greets facility patrons.
Assigns rooms.
Receives and resolves complaints.
Orders supplies.
Manages inventory.
Performs minor repair to facilities, furniture, fixtures, and equipment.
Oversees the rental of equipment or operation of concessions.
Distributes promotional material.

Minimum Qualifications

A high school diploma and two years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

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