



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Automotive Mechanic
Job Code: 155

Overtime Pay: Eligible

Primary Responsibility

This is work repairing and maintaining automotive vehicles.

Typical Tasks

Repairs and replaces engines, transmissions, blowers, generators, distributors, starters, pumps, and fuel injection systems.

Rewires ignition systems, lights, and instrument panels.

Realigns and rebuild brake systems, aligns front ends, replaces shock absorbers, and repairs radiators.

Instructs lower level mechanics.

Submits requests for new parts and equipment.

Performs welding on engines, frames, and bodies of vehicles and equipment.

Minimum Qualifications

Completion of an approved apprenticeship program in automotive repair; or a high school diploma and four years of appropriate experience. Appropriate vocational or technical training may substitute at an equivalent rate for the required experience.

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

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



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Licensed Electrician
Job Code: 216

Overtime Pay: Eligible

Primary Responsibility

This is work maintaining, installing, repairing, and operating electrical system components and insuring all components adhere to national and state electrical codes.

Typical Tasks

Installs and maintains high voltage components.
Performs layout, construction, assembly, repair, and replacement of electrical installations.
Installs, maintains, tests, and calibrates transformer-rated and self contained watt-hour meters.
Splices and terminates metallic and non metallic high voltage power cables.
Maintains high voltage switch rooms, vaults, manholes, and substations.
Cleans and maintains power distribution equipment, tools, and supplies.
Maintains, install, and repairs fire alarm systems.
Installs, maintains, and alters wiring, power appliances, light machinery, and electrical circuits.
Installs and maintains electrical motors, generators, and other electrical equipment.
Locates and corrects power failures and electrical malfunctions.
Makes emergency electrical repairs.
Adjusts and cleans limit switches.
Examines blueprints for correct electrical wiring.

Minimum Qualifications

Licensed as an electrician in the State of Florida.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Electrician
Job Code: 149

Overtime Pay: Eligible

Primary Responsibility

This is work maintaining high voltage (greater than 600 volts) electrical distribution systems.

Typical Tasks

Splices and terminates metallic and non metallic high voltage power cables.
Installs and maintains outdoor lighting systems.
Installs and maintains high voltage electrical distribution systems and components.
Maintains high-voltage switch rooms, vaults, manholes, and substations.
Installs, maintains, tests, and calibrates transformer-rated and self contained watt-hour meters.
Cleans and maintains power distribution equipment, tools, and supplies.

Minimum Qualifications

Completion of an approved electrician apprenticeship program for high voltage work or a high school diploma and four years of experience in electrical work, one year of which must be high voltage electrical work. Appropriate vocational or technical training may substitute at an equivalent rate for up to three years of the required experience. Vocational or technical training specifically designed for high voltage electrical work may substitute for one year of high voltage electrical work.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Electrician
Job Code: 148

Overtime Pay: Eligible

Primary Responsibility

This is work maintaining electrical equipment, fixtures or systems.

Typical Tasks

Installs, maintains, and alters wiring, power appliances, light machinery, and electrical circuits.

Installs and maintains electrical motors, generators, and other electrical equipment.

Locates and corrects power failures and electrical malfunctions.

Adjusts and cleans limit switches.

Makes emergency electrical repairs.

Examines blueprints for correct electrical wiring.

Minimum Qualifications

Completion of an approved electrician apprenticeship program; or a high school diploma and three years of appropriate experience. Appropriate 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: Senior Electronic Technician

Job Code: 158

Overtime Pay: Eligible

Primary Responsibility

This is work installing, maintaining, and fabricating complex electronic equipment.

Typical Tasks

Calibrates complex electronic instruments and test equipment.

Inspects, diagnose, and repairs complex electronic equipment.

Fabricates electronic devices from designs, schematics or verbal instructions.

Designs new or modifies electronic circuitry.

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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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Electronic Technician
Job Code: 157

Overtime Pay: Eligible

Primary Responsibility

This is work performing routine electronic equipment maintenance.

Typical Tasks

Calibrates electronic instruments and test equipment.
Inspects electronic equipment, diagnoses problems, and initiates repairs.
Maintains parts inventory.

Minimum Qualifications

A high school diploma and one year 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: Senior Heavy Equipment Operator
Job Code: 138

Overtime Pay: Eligible

Primary Responsibility

This is work operating, maintaining, and training employees in the operation of heavy construction equipment.

Typical Tasks

Operates bulldozers, roller-compactors, graders, cranes, and front-end loaders of 1 ½ cubic yard capacity or more.

Operates tractor trailers, dump trucks, and refuse collection trucks.

Monitors the operating status of equipment used and maintains and repairs equipment.

Trains other employees in the operation of heavy construction equipment.

Minimum Qualifications

A high school diploma and possession of a classified driver's license appropriate to the type of vehicle operated and two years of appropriate experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Heavy Equipment Operator
Job Code: 137

Overtime Pay: Eligible

Primary Responsibility

This is work operating heavy construction equipment.

Typical Tasks

Operates bulldozers, roller-compactors, graders, cranes, and front-end loaders of 1 ½ cubic yard capacity or more.

Operates tractor trailers, dump trucks, and refuse collection trucks.

Performs minor maintenance of heavy construction equipment.

Minimum Qualifications

Completion of the ninth grade, possession of a classified driver's license appropriate to the type of vehicle operated, and two years of appropriate experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: University HVAC Superintendent

Job Code: 135

Overtime Pay: Ineligible

Primary Responsibility

This is work managing HVAC operations for the entire University.

Typical Tasks

Works with administrators to develop policies and procedures and plans for HVAC operations.

Prepares long range plans for HVAC requirements.

Supervises HVAC supervisors and technicians.

Prepares work schedules for HVAC employees.

Oversees the maintenance activities for University buildings and insures it is properly maintained.

Conducts inspections.

Prepares and monitors annual budget.

Develops and implements project and work standards, inspection procedures, and safety assurance programs.

Coordinates with contractors for HVAC projects.

May manage an integrated energy management control system.

Minimum Qualifications

Completion of an approved apprenticeship program in a recognized trade and appropriate experience to total eight years; or a high school diploma and eight years of appropriate experience. Appropriate 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: **University Chilled Water Production Superintendent**

Job Code: **240**

Overtime Pay: Ineligible

Primary Responsibility

This is work managing chilled water production for the entire University.

Typical Tasks

Manages the main campus chilled water plants.

Oversees the maintenance of chilled water plants to include controls, piping, and equipment such as centrifugal water cooled chillers, cooling towers, pumps, chilled water thermal energy storage tanks, chemical treatment systems, variable frequency drives, and direct digital control systems.

Inspects chilled water plants.

Prepares cost estimates and annual budget allocations for chilled water plants and equipment.

Is responsible for the project planning of campus chilled water systems and services.

Prepares bids for chilled water plant projects and modifications.

Plans and implements preventative and corrective maintenance of all chilled plant equipment.

Serves as technical resource for the chilled water systems and participates in design review and construction coordination meetings.

Monitors and inspects all chilled water plant projects.

Ensures the compliance of all chilled water production and equipment with state and local regulations.

Supervises chilled water technicians.

Minimum Qualifications

Completion of an approved apprenticeship program in a recognized trade and appropriate experience to total eight years; or a high school diploma and eight years of appropriate experience. Appropriate 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: Senior Refrigeration Mechanic
Job Code: 151

Overtime Pay: Eligible

Primary Responsibility

This is work installing, operating, and maintaining refrigeration and air conditioning equipment and systems with digital controls.

Typical Tasks

Installs new digital control systems.
Performs technical preventative maintenance on electronic and digital air conditioning control systems.
Installs, services, and repairs refrigeration and air conditioning equipment.
Repairs pneumatic/digital interfacing control systems.
Adjusts analog or binary variables.
Calibrates sensors of digital control systems.
Inspects and services digital variable speed control systems for pumps and air handlers.
Diagnoses problems with systems that incorporate digital controllers.
Downloads software programs to control units.
Installs and maintains digital fire alarm control systems.

Minimum Qualifications

Completion of an approved apprenticeship program in digital controlled air conditioning, refrigeration, and heating and appropriate experience to total five years; or a high school diploma and five years of appropriate experience, two years of which must have been working with digital control systems. Appropriate 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: Refrigeration Mechanic
Job Code: 150

Overtime Pay: Eligible

Primary Responsibility

This is work installing, operating, and maintaining refrigeration and air conditioning equipment and systems.

Typical Tasks

Inspects and maintains air conditioning, refrigeration equipment or chilled water systems.

Reads blueprints to determine location, size, capacity, and type of components needed to repair the unit.

Installs new air conditioning and refrigeration units.

Pumps specific gas or fluid into refrigeration system.

Starts systems, observes operation, reads gauges and instruments, and adjusts mechanisms such as valves, controls, and pumps to control level of fluid, pressure, and temperature in system.

Dismantles malfunctioning systems and tests components using electrical, mechanical, and pneumatic testing equipment.

Replaces and adjusts defective or worn parts.

Minimum Qualifications

Completion of an approved apprenticeship program in air conditioning, refrigeration, and heating; or a high school diploma and four years of appropriate experience. Appropriate 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: Senior HVAC Operator
Job Code: 131

Overtime Pay: Eligible

Primary Responsibility

This is work monitoring and controlling heating, ventilation, or air conditioning systems.

Typical Tasks

Monitors the operation of a computerized heating, ventilation, and air conditioning system components and associate peripheral equipment.
Reads and analyzes trend logs for each building system and reacts to curb or to eliminate substantial deviations in energy consumption.
Keeps logs for operational trends and energy consumption.
Makes emergency decisions affecting systems operation or shut downs.
Performs clerical or administrative support tasks associated with the maintenance of the heating, ventilation, and air conditioning systems.

Minimum Qualifications

Completion of an approved apprenticeship program in heating, ventilation and/or air conditioning; or a high school diploma and four years of appropriate experience.
Appropriate 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: Senior Locksmith
Job Code: 146

Overtime Pay: Eligible

Primary Responsibility

This is work installing, maintaining, and repairing complex lock systems.

Typical Tasks

Receives and assigns work orders.
Estimates time and material required for each job.
Supervises the maintenance of the lock and key code database for the University.
Provides technical advice regarding new locking systems for new buildings and renovations.
Provides lock changes and sets of sub master keys in existing buildings.
Re-pins locks.
Pins newly installed locks in new buildings for grand master, master, sub-master, and basic keys.
Repairs and maintains locks that fail to open.
Open locks if keys are lost.
Cuts keys from individual lock codes.
Installs locks and door checks.
May supervise locksmiths.

Minimum Qualifications

Completion of an approved locksmith apprenticeship program; or a high school diploma and four years of appropriate experience. Appropriate 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: Locksmith
Job Code: 145

Overtime Pay: Eligible

Primary Responsibility

This is work maintaining locks and keys.

Typical Tasks

Installs locksets and exit devices.
Repairs and opens locks.
Makes keys.
Changes lock combinations.
Disassembles locks and repairs or replaces pins, springs or other parts.
Cuts new or duplicate keys by using key cutting machines.
Moves lock pins in cylinder to open door locks without keys.
May maintain master keying – sub master systems.
May keep records of locks and keys.

Minimum Qualifications

Completion of an approved locksmith apprenticeship program; or a high school diploma and two years of appropriate experience. Appropriate 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: Machinist
Job Code: 154

Overtime Pay: Eligible

Primary Responsibility

This is work fabricating machine components and parts.

Typical Tasks

Fabricates mechanical parts within precision tolerance following blueprints, rough drafts, and verbal instructions.

Develops specifications.

Draws or sketches components to be made.

Machines and assembles components needed to repair or modify mechanical equipment.

Repairs appliances, tools, and other equipment.

Performs preventative maintenance on machine shop equipment.

Minimum Qualifications

Completion of an approved machinist apprenticeship program; or a high school diploma and four years of appropriate experience. Appropriate 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: University Maintenance Superintendent

Job Code: 144

Overtime Pay: Ineligible

Primary Responsibility

This is work managing the maintenance program for the entire University.

Typical Tasks

Supervises maintenance supervisors and skilled trades employees.
Oversees the maintenance activities for University buildings and insures it is properly maintained.
Conducts inspections.
Monitors maintenance work for compliance with building codes.
Prepares the annual maintenance budget.
Develops and implements project and work standards, inspection procedures, and safety assurance programs.
Oversees a preventative maintenance program.
Coordinates with contractors and others on maintenance projects.
Prepares the annual maintenance budget.

Minimum Qualifications

Completion of an approved apprenticeship program in a recognized trade and appropriate experience to total eight years; or a high school diploma and eight 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: Maintenance Planner/Scheduler
Job Code: 264

Overtime Pay: Ineligible

Primary Responsibility

This is work overseeing work force productivity and work quality through the planning and coordination of the full utilization of available manpower, labor, parts, material, tools, equipment access, documentation, work area access, and any other items necessary for work planning purposes.

Typical Tasks

Provides the zone team with complete planned work packages and schedules that coordinate between zone supervision, work groups or trades, vendors, customers, UCF inspectors, State of Florida inspectors, and any other stake holders required to complete a job.

Creates work packages that involve multiple trades (electrical, HVAC, plumbing, mechanical), and schedule all trades with complete and accurate multi-day schedules. Work packages include cost estimates, man-hour requirements, special skill requirements, drawings, manuals, special procedures, materials list, special tools or equipment, permit and inspection requirements, safety evaluation, and a pre-job safety checklist.

Triages all work orders for assigned maintenance team(s). Determining whether or not the work is accepted, using extensive knowledge of all trades to ensure the scope of the work is well defined, and prioritizing the work.

Analyzes schedule statuses and forecasts manpower availability. Analyze and categorize work backlog by prioritizing and assigning effort required for work completion.

Conducts customer work review meetings.

Provides the Facilities Operations leadership with data to improve the ratio of planned work to unplanned work.

Minimum Qualifications

Completion of an approved apprenticeship program in a recognized trade and appropriate experience to total eight years; or a high school diploma and eight 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: Clean Room Specialist

Job Code: 229

Overtime Pay: Eligible

Primary Responsibility

Performs routine, preventative, and corrective maintenance to building facilities such as clean rooms, laboratories, chambers, and other research and educational facilities.

Typical Tasks

Maintains electronic equipment, HVAC systems, air volume systems, fume hoods, pumps, autoclaves, and related equipment in laboratories and other campus locations. Maintains technical facilities such as digital direct building automation control systems, air handling units, air filtration systems, pumps, valves, boilers, chillers, direct expansion units, heat exchangers, Ultra violet systems, pneumatic air compressor systems, duct work, fume hood systems, exhaust fan systems, gas cabinet systems, electrical control systems, and frequency drives.

Schedules inspections and repairs.

Performs all maintenance in accordance with manufacturer's recommendations.

Consults, reads, and maintains records and schematics of research systems and equipment.

Minimum Qualifications

High school diploma and five years of experience in building mechanical equipment maintenance for climate control, clean rooms, and research laboratories.

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UCF Human Resources website:



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Maintenance Superintendent
Job Code: 142

Overtime Pay: Ineligible

Primary Responsibility

This is work managing a building maintenance program and supervising one or more Maintenance Superintendents.

Typical Tasks

Supervises maintenance supervisors and skilled trades employees.
Oversees the maintenance activities for a building and insures it is properly maintained.
Conducts inspections.
Monitors maintenance work for compliance with building codes.
Prepares the annual maintenance budget.
Develops and implements project and work standards, inspection procedures, and safety assurance programs.
Oversees a preventative maintenance program.
Coordinates with contractors and others on maintenance projects.

Minimum Qualifications

Completion of an approved apprenticeship program in a recognized trade and appropriate experience to total eight years; or a high school diploma and eight 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: Maintenance Superintendent

Job Code: 141

Overtime Pay: Ineligible

Primary Responsibility

This is work managing a building maintenance program.

Typical Tasks

Supervises maintenance supervisors and skilled trades employees.

Oversees the maintenance activities for a building and insures it is properly maintained.

Conducts inspections.

Monitors maintenance work for compliance with building codes.

Minimum Qualifications

Completion of an approved apprenticeship program in a recognized trade and appropriate experience to total seven years; 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: Maintenance and Construction Superintendent

Job Code: 143

Overtime Pay: Ineligible

Primary Responsibility

This is work managing a building construction, renovation, and repair operation.

Typical Tasks

Coordinates with engineering employees the design and cost estimates of construction projects.

Develops and coordinates the implementation of preventative maintenance procedures.

Reviews and evaluates facility equipment and maintenance costs.

Analyzes operational cost statements and energy consumption reports and takes appropriate actions.

Prepares and monitors budgets.

Coordinates with contractors and others on maintenance and construction projects.

Minimum Qualifications

Completion of an approved apprenticeship program in a recognized trade and appropriate experience to total nine years; or a high school diploma and nine 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: Utilities Supervisor

Job Code: 133

Overtime Pay: Ineligible

Primary Responsibility

This is work supervising utilities employees.

Typical Tasks

Oversees the work of utilities employees.

Assigns tasks to utilities employees.

Adjusts staffing on a shift as needed.

Insures tasks are completed thoroughly and in a timely manner.

Delegates routine and special projects to utilities employees on a given shift.

Inspects utility plant and plant machinery for safety and maintenance condition.

Initiates preventative maintenance and repair work.

Maintains records.

Prepares reports.

Monitors inventory of plant materials.

Orders supplies.

Minimum Qualifications

Completion of an approved apprenticeship program in a recognized trade and appropriate experience to total five years; or a high school diploma and five years of appropriate experience. Appropriate 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: Boiler Maintenance Specialist

Job Code: 250

Overtime Pay: Eligible

Primary Responsibility

This is work maintaining, installing, repairing, and operating steam, hot water, and gas systems to ensure adherence and compliance with university, state, and national maintenance and safety codes.

Typical Tasks

Conducts preventative maintenance to boilers, gas fired water heaters, steam pressure vessels, hot water pumps, and heat exchangers by punching boiler tubes, flushing and cleaning boilers, storage and return tanks and hot water heaters.

Inspects, tests, and calibrates devices, test systems, and diagnose problems.

Inspects boiler exteriors and interiors, fitting and peripheral equipment such as control limit devices, safety valves, low water cutoffs, blow down pipe, and automatic water feeders.

Repairs and replaces worn and deteriorating equipment.

Performs and maintains proper chemical water treatment, test water softener systems, check high and low pressure steam devices and controls, perform CO₂ and O₂ testing.

Conducts gas and steam leak checks and perform repair to ensure heating systems operate by national and state code requirements.

Repairs and replaces steam regulators, steam expansion devices, boiler tube bundles, hot water lines, hot water tanks, heat exchangers, steam reducing valves, stacks, repair steam and hot water pipe in boiler rooms, condensate systems, deaerator tanks and peripheral devices and replace defective portion of a boiler and peripheral equipment.

Conducts annual gas and steam leak inspections and reports to the HVAC

Superintendent any safety issues or concerns for immediate action.

Maintains chemical and part replacement inventories.

Records and maintains boiler readings and other data.

Minimum Qualifications

Licensed as a Boiler Operator or Master Plumber in the State of Florida.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Maintenance Supervisor

Job Code: 140

Overtime Pay: Ineligible

Primary Responsibility

This is work supervising skilled trades workers.

Typical Tasks

Assigns tasks to skilled trades employees.
Oversees the work of skilled trades employees.
Adjusts staffing on a shift as needed.
Reviews and prioritizes work orders.
Insures tasks are completed thoroughly and in a timely manner.
Lays out jobs and maintains schedules of work.
Prepares cost estimates and maintains records of job costs.
Requisitions or purchases tools, equipment, or materials.

Minimum Qualifications

Completion of an approved apprenticeship program in a recognized trade and appropriate experience to total five years; or a high school diploma and five years of appropriate experience. Appropriate 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: Maintenance Specialist
Job Code: 153

Overtime Pay: Eligible

Primary Responsibility

This is work performing any skill trades work necessary to maintain a facility and overseeing its maintenance program.

Typical Tasks

Conducts preventative maintenance for a facility.
Performs painting, plumbing, carpentry, irrigation, woodworking, roofing, masonry, welding, heating and air conditioning repair, and electrical work for a facility.
Maintains tools.
Prepares purchase requests for equipment and material.
Obtains proposals from outside vendors for large repair projects.
May supervise and train skilled trades employees.

Minimum Qualifications

Completion of an approved apprenticeship program for multiple trades and one year of appropriate experience; or a high school diploma and five years of appropriate experience. Appropriate 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: Maintenance Mechanic

Job Code: 152

Overtime Pay: Eligible

Primary Responsibility

This is work performing two or more skilled trades work.

Typical Tasks

Paints interior and exterior surfaces.

Repairs, installs, and maintains plumbing fixtures.

Performs carpentry work.

Constructs cabinets, doors, and furniture.

Maintains roofs.

Lays bricks, block, tile or concrete.

Performs welding.

Maintains heating and air conditioning equipment.

Fabricates and maintains machine equipment.

Operates lathes, drill presses, threading machines, and grinding machines.

Maintains electrical equipment.

Installs and maintains electric motors and generators.

Installs and maintains steam pipes.

Fabricates and installs sheet metal parts.

Minimum Qualifications

Completion of an approved apprenticeship program for multiple trades; or a high school diploma and four years of appropriate experience. Appropriate 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: Senior Maintenance Worker/Dispatcher
Job Code: 202

Overtime Pay: Eligible

Primary Responsibility

This is work receiving maintenance requests, assessing maintenance problems, and performing skilled trades on-site maintenance repairs.

Typical Tasks

Receives maintenance request calls.
Assesses the nature of maintenance problems.
Determines the type of maintenance repairs needed and executes repairs or dispatches personnel to make such repairs.
Goes on-site and makes minor or emergency maintenance repairs.
Makes minor or emergency repairs to plumbing fixtures.
Makes emergency repairs damaged or broken cabinets, doors, or furniture.
Makes minor or emergency repairs to heating and air conditioning equipment.
Makes minor or emergency repairs to electrical equipment.
Performs clerical or administrative support tasks associate with the maintenance and operation of the Physical Plant.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate 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: Maintenance Worker
Job Code: 139

Overtime Pay: Eligible

Primary Responsibility

This is work assisting skilled trades employees or performing semiskilled maintenance tasks.

Typical Tasks

Assists skilled trades employees by preparing job site and surfaces.
Assists skilled trades employees by installing and maintaining fixtures, equipment, and pipes.
Cleans equipment and job sites.
Performs routine servicing and minor repair of mechanical and electrical systems.
Performs routine layout and construction for concrete, asphalt, and wood construction.
Assists in the demolition, renovation or repair of structures.
Performs routine fabrication, cutting, welding, and installation of metal projects.
Operates and adjusts controls for heating and cooling.
Receives, processes, and resolves student housing residents' requests for routine maintenance.

Minimum Qualifications

Completion of the ninth grade and one year of appropriate experience. Appropriate 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: Licensed Plumber

Job Code: 217

Overtime Pay: Eligible

Primary Responsibility

This is work maintaining, installing, repairing, and operating plumbing systems and components and insuring all components adhere to national and state plumbing codes.

Typical Tasks

Installs and maintains plumbing components connected with water, gas, air, and sewer systems for bathrooms, kitchens, laboratories, and laboratory preparation areas.
Maintains equipment related to minor and major plumbing configurations.
Operates pumps, faucets, valves, traps, pipes, water heaters, and emergency showers.
Operates VCR equipment to monitor and trouble shoot sewage systems.
Performs preventative maintenance to plumbing systems discharging into the campus sewage infrastructure.
Assists in the planning of new sewage systems and the renovation of existing plumbing systems.
Makes emergency plumbing repairs.

Minimum Qualifications

Licensed as a plumber in the State of Florida.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Plumber
Job Code: 147

Overtime Pay: Eligible

Primary Responsibility

This is work installing and maintaining plumbing fixtures.

Typical Tasks

Installs and maintains valves, faucets, traps, sinks, washbowls, sewers, sanitary fixtures, and piping systems.

Maintains piping systems by opening clogged drains, repairing valves and replacing washers on leaky faucets.

Operates pipe cutters, reamers, traders, sewer snakes, cables, and other related tools and equipment.

Cuts and treads pipes, melts, and cuts lead joints.

Reads plumbing directions on blueprints and schematic drawings.

May repair, replace, and check high and low pressure steam boilers, safety devices, and controls.

May flush and clean boilers, storage and return tanks, and hot water heaters.

Minimum Qualifications

Completion of an approved apprenticeship program in plumbing; or a high school diploma and four years of appropriate experience. Appropriate 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: Senior Controls Technician
Job Code: 224

Overtime Pay: Eligible

Primary Responsibility

This is work performing complex maintenance and modifications of HVAC control systems.

Typical Tasks

Reviews, designs, and recommends HVAC control systems parts, components, and equipment.

Installs, tests, and adapts electronic parts, components, and equipment to HVAC control systems.

Monitors HVAC control systems to insure optimum efficiency.

Evaluates the efficiency of HVAC control systems to determine repair, replacement, or redesign.

Performs preventative routine and corrective maintenance on HVAC control systems equipment.

Works with engineers, architects, and building contractors to plan or modify HVAC control systems.

Minimum Qualifications

A high school diploma and four 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: Systems Monitor Technician
Job Code: 219

Overtime Pay: Eligible

Primary Responsibility

This is work inspecting and maintaining monitor systems.

Typical Tasks

Inspects fire alarm and security systems to insure they operate properly.
Trouble shoots systems.
Repairs or replaces control system components.

Minimum Qualifications

A high school diploma and three 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: Controls Technician
Job Code: 223

Overtime Pay: Eligible

Primary Responsibility

This is work performing routine maintenance of HVAC control systems.

Typical Tasks

Installs, tests, repairs, and monitors HVAC control systems.
Performs preventative routine and corrective maintenance on electronic control system equipment.

Minimum Qualifications

A high school diploma and three 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: Licensed Water Utility Operator

Job Code: 132

Overtime Pay: Eligible

Primary Responsibility

This is work monitoring and performing water purification tasks and maintaining associated equipment.

Typical Tasks

Collects and tests samples.

Uses test equipment such as drying oven, pH meter, BOD incubator, refrigerator, glassware, and instruments needed for mixing solids and fluids.

Prepares required reports on plant operations.

Assists in training employees.

Maintains logs and related records.

Minimum Qualifications

Possession of a current operator's certificate in accordance with Florida Statutes 403.101 and 468.540–552 and Rule 61E12–41, F.A.C.

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