MAINTENANCE PROCEDURES

MANUAL

ROUTINE CLEANING

AND

PREVENTIVE MAINTENANCE

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Building B-First Floor
Building B-Second Floor
Building C-First Floor
Building C-Second Floor
Building D – Biology Department
Maintenance Department
Marine Propulsion
Middle Keys/Marathon Center (unavailable)

Public Safety Building-First Floor
Public Safety Building-Second Floor
Student Center/Café/Human Resources/Book Store
Tennessee Williams Theater
TWT - 1st Floor
(stage, shop, & Ceramics Dept)
TWT - 2nd Floor
(theater ceiling, Art Dept, & Music Dept)
TWT - 3rd Floor
(sound, projection, & mechanical)
TWT - 4th Floor
(upper stage & mechanical)
TWT - 5th Floor
(roof top)
Upper Keys/Coral Shores Center
(unavailable)
Welding Department
MAINTENANCE AND OPERATIONAL GUIDELINES

Guidelines for maintenance and operations are based on two criteria:

1. Identifying the job to be done.
2. Establishing frequency of the job to be done: that is, daily, weekly, monthly, or annually.

Standing Order Jobs
Standing job orders refer to those jobs that must be done on a routine basis, such as maintaining buildings and grounds, removing trash, painting, and trimming trees.

Preventative Maintenance
Preventive maintenance refers to those jobs that are needed to prevent breakdowns and are worked into the standing job order schedule. It requires periodic inspection of equipment to identify conditions that need to be corrected before breakdowns or excessive wear and tear occur.

Work Order Requisitions
Completed and Approved Work Order Requisitions (See Procedure FKCC #30.1 for Work Order Requisition Process) are categorized by “trade” (i.e.: plumbing, a/c, carpentry, janitorial, etc.) and typically tended to by maintenance personnel on a “first in first out basis” unless circumstances dictate more urgent attention (such as a safety issue). Work orders for event set-ups are, by nature, more “time sensitive” than many others. For that reason they are listed by date and time required on a “dry erase” type marker board calendar on the wall in the facilities office for easy reference.

After work is completed the work order forms are again categorized by trade, filed, and retained for three calendar years in the facilities office.

Request for Keys See Procedure 31.0 “Issuance of Keys”
Use of College Vehicle See Procedure 33.0 “Request for Use of College Vehicle”

EXPECTATIONS AND WORKING HOURS OF MAINTENANCE, GROUNDS AND CUSTODIAL PERSONNEL

All personnel are expected to report to work promptly at the assigned reporting time. Any variance must be reported to the assigned supervisor.

During working hours, personnel are expected to remain highly visible in the work area except during scheduled lunch or supper periods and brief mid-morning or mid-afternoon breaks. Pagers must be kept within earshot and answered as promptly as possible.

Work orders are to be marked and turned in when jobs are completed.
Working Hours:

- **Maintenance**: 8:00 a.m. – 4:00 p.m.
  - 30 min. Lunch
- **Custodial**: 4:00 p.m. – 12:00
  - 30 Minute Supper

**SECTION I – ROUTINE CLEANING**

An important aspect of maintenance is the cleanliness and upkeep of buildings. To insure that work areas and classrooms are kept clean and in adequate repair for the activities which are carried on in them, the following custodial duties are to be carried out in the time periods indicated:

**CLASSROOMS**

**Daily**
1. Clean chalkboards and eraser holders.
2. Check carpets for spots. If any, apply spot remover.
3. Vacuum (dislodge dirt and dust from corners).
4. Empty trash containers.
5. Dust teacher desk, being careful not remove objects.
6. Adjust thermostats.
7. Lock offices or area, if appropriate.
8. Turn out lights.
9. Sanitize water fountains.
10. Remove all spider webs, wasp nests, etc. as needed.

**Weekly**
1. Dust all furniture.
2. Dust windowsills.

**FACULTY OFFICES**

**Daily**
1. Check carpet for spots and apply remover, if necessary.
2. Vacuum as above.
3. Empty trash containers.
4. Dust teacher desks, being careful not to remove objects.
5. Lock offices.
6. Turn out lights.
7. Clean commodes, pipes and knobs.

**Weekly**
1. Dust all furniture.
2. Dust windowsills.
3. Clean shoe marks, etc. off walls, if possible, or report to the supervisor.
RESTROOMS
Daily
1. Clean all fixtures with disinfectant.
2. Sweep and mop floors.
3. Empty trash containers.
4. Shine mirrors.
5. Fill paper and tissue holders.
6. Check for any problems (loose seats, bolts, plumbing leaks, burned out lights) and report if unable to fix on site.

HALLWAYS AND ENTRANCES
Routine cleaning is same as classrooms, faculty offices and restrooms. Dislodge dirt from close places, sweep or vacuum daily.

MONTHLY FOR ALL OF THE ABOVE AREAS
1. Wax floors or shampoo carpet.
2. Wash windows.
3. Buff floors as needed.

SECTION II – PREVENTIVE MAINTENANCE
SITES AND GROUNDS

DRAINAGE
Drainage systems are inspected annually and adjusted or repaired as required to assure that the water flow is adequate to prevent flooding of parking lots and walkways.

Catch basins and other water collection devices are cleaned and cleared of all debris a minimum of two (2) times each year, or more often if required, to keep the system operating properly.

PAVING-DRIVEWAYS, WALKWAYS, AND PARKING
Compacted or stabilized areas are maintained free of grass and weed growth.

Asphalt and bituminous paved areas are maintained free of major breaks or cracks that may lead to further deterioration

Striping and markings on paved areas are maintained in a condition that adequately defines the function of the area at all times.

Parking areas are cleared daily of all paper, debris, and other wastes.
FLAGPOLES
All flagpoles, pulleys, and ropes are inspected regularly, and are repaired or replaced as necessary.

FOOTBRIDGES
Footbridges are inspected regularly and repaired as necessary to assure safe use.

HAZARDOUS AND POISONOUS PLANTS AND TREES
Any hazardous or poisonous plants found growing are removed or reported to the appropriate department.

WEED AND PEST CONTROL
Weed and pest control programs are established and utilized to prevent excessive weed growth and pest infestation.

PARK BENCHES AND TABLES
Outdoor benches and tables are inspected regularly and repaired as necessary to assure a safe condition.

POLICING GROUNDS
The grounds at Florida Keys Community College are policed daily by the grounds contractor.

SPECTATOR SEATING
All spectator seating, including amphitheatre, pool bleachers, auditorium, arts center, stage and risers, and cafeteria benches shall be inspected every 18 months and maintained in a safe condition at all times. SREF (State Regulations Ed. Facilities)

Amphitheatre and bleacher seating is inspected during the clean-up after each use. Anything damaged or worn is repaired or reported immediately.

ROOFING AND ROAD ACCESSORIES

ROOF STRUCTURES
Roof structures shall be inspected regularly. Any deterioration of the roof structure is corrected immediately.

All roof structures are maintained in a structurally sound condition at all times.

Interior leakage on ceilings or walls should be reported to the Maintenance Department immediately.
GUTTERS AND DOWNSPOUTS
Gutters, downspouts, and splash blocks are inspected regularly. They are maintained in good working condition, cleaned out as required, securely fastened to the building, and have all joints watertight.

Splash blocks are kept in proper position to prevent water damage to foundations and sites. Damaged or missing splash blocks are reported to Maintenance for repair or replacement.

EXTERIOR WALLS
Concrete, Stucco, and Exposed Block
Exterior concrete, stucco, and exposed block walls are inspected regularly. They are maintained free of open cracks, deteriorated joints, and any other imperfections that would allow water intrusion.

INTERIOR WALLS AND PARTITIONS
Sheet Rock
Sheet rock walls are inspected regularly. They are maintained free of peeling paint. Ceramic tile walls are maintained free of broken, damaged, loose and badly discolored or defaced tile.

DOORS AND WINDOWS
Doors and Windows
Exteriors of doors and windows are washed regularly.

FLOORS
Carpeted Surfaces
Carpeted surfaces are inspected regularly and are maintained free of holes, rips, tears, parted seams, and wrinkles. Carpeted surfaces are vacuumed or swept and spots are cleaned daily.

Carpets are thoroughly cleaned regularly or as needed, by appropriate surface or deep cleaning methods.

Floor Mats
Floor mats are used at entrances to rooms or buildings having high traffic patterns. They are cleaned daily.
Vinyl Tile
Vinyl tile is mopped regularly and polished as needed by appropriate surface cleaning methods.

Condensate Drainage Systems
Drain pans and inlets to piping shall be inspected regularly when the systems are being operated. They are cleaned as necessary to ensure that they are clear of obstructions, sludge, and algae buildup or other solids.

Condensate drainage systems are chemically treated from each inlet point to the receiver and flushed thoroughly.

Water Treatment Systems
Water analysis reports are compared monthly with set points on automatic treatment equipment. The equipment is adjusted, repaired, or replaced as necessary.

Automatic treatment equipment, including controllers, pumps, automatic valves, and sensors, is inspected monthly.

Air-to-Air A/C Systems
Filters are replaced every two (3) months.

Cooling Towers
Each tower is inspected regularly as follows:

a. Fans and drives are inspected.
b. Float valves are inspected.
c. Distribution valves, pans, and covers are inspected.
d. The flow-through tower is visually checked for improper water breakup.
e. Bleed-off lines are inspected.

Each tower is drained at least annually and basin, sumps, strainers, and other internal surfaces are thoroughly cleaned, flushed, and repaired.

Fan motor connections are inspected routinely.

Fan motor components are lubricated in accordance with manufacturer’s recommendations.
Air Distribution Duct Systems
The kitchen hood exhaust duct is inspected regularly. Any condition which could hinder proper and safe operations is corrected. (SREF)

Air Handling Units
Air handling units are inspected at least monthly. Condensate drain pans are inspected.

Ventilating and Exhaust Fans
All fans are inspected monthly.

COMMUNICATIONS AND ALARM SYSTEMS

Fire and Smoke Detection Systems
Fire and smoke detection systems are inspected annually and are maintained in an operable condition at all times.

FIRE PROTECTION SYSTEMS AND EQUIPMENT
SREF Fire Extinguishing Equipment specifies approved fire protection systems and equipment. It is recommended that district and college technical and staff personnel be thoroughly familiar with SREF and applicable NFPA requirements.

Automatic Extinguishing Systems (Chemical, Foam, Etc.)
Automatic extinguishing systems are fully charged and operable at all times and inspected annually.

VEHICLE MAINTENANCE
The following schedule of vehicle maintenance is to be followed without fail.

Trucks and Vans
1. Check oil once each week.
2. Check all other fluids every month.
3. Check tires visually every week and with tire pressure gauge each month.
4. Full service maintenance every 3500 to 4000 miles.
SECTION III – JOB DESCRIPTIONS

JOB TITLE: DIRECTOR, FACILITIES MANAGEMENT

GENERAL DESCRIPTION
Plans, directs and coordinates all aspects of physical plant operations; maintenance, renovation, construction and repair of the physical plant. Includes energy management and conservation, utilities, vehicle maintenance, custodial services, grounds keeping, security, postal services, shipping, receiving, and warehousing. Works under the general supervision of the Dean of Administrative and Business Services.

ESSENTIAL JOB FUNCTIONS

1. Plans, directs and supervises the work of personnel engaged in maintenance and repair of plumbing, painting, carpentry, air conditioning, electrical systems and fixtures. Supervises the remodeling and renovation of buildings and facilities.

2. Oversees and plans preventive maintenance and emergency repair services for all college facilities ensuring efficiency of equipment and integrity of structures.

3. Oversees energy management function, ensuring effective and efficient administration of HVAC operations.

4. Supervises postal services, central shipping, receiving, distribution and warehousing functions.

5. Assigns duties to physical plant employees including courier service custodial services, grounds keeping, recycling and refuse disposal.

6. Inspects facilities and equipment and maintains routine and long-term service and replacement needs to ensure reliability and integrity of facilities, equipment and systems.

7. Plans and designs renovations and modifications of buildings and structures. Estimates time, labor and materials required.

8. Maintains physical plant budget to include establishment of budgetary goals, preparation of budget requests and management of the budget within resources. Recommends purchases of building and maintenance supplies, machinery, equipment, tools and furniture.

9. Supervises and directs all physical plant employees including employment recommendations, orientation, evaluation, training and discipline.

10. Completes reports timely and accurately and maintains files for ready access of significant data.

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11. Serves as the campus security/safety coordinator.

12. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of building systems, facility maintenance and construction trades.
- Financial, organizational, communication and interpersonal skills.
- Computer skills are essential.
- Ability to use computer based information to facilitate the governing of energy management and building automation systems.
- Ability to supervise effectively.
- Ability to plan and schedule work, make decisions, delegate and review employee work.
- Ability to interface with architects, engineers, contractors in all phases of building/utility construction and renovation.
- Ability to maintain effective working relations with the college community.

EDUCATION AND EXPERIENCE:

- Bachelor’s degree in Business Administration, Engineering, Construction Technology or related field required. Master’s degree preferred.
- Five years of directly related experience in building construction, repair and renovation.
- Five years related supervisory and budgetary responsibility.
- Prior college experience preferred.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS

- Valid Florida Driver's License

ESSENTIAL PHYSICAL SKILLS

- Sufficient physical strength and agility to perform supervisory and inspection tasks
- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without correction).
- Ability to drive a vehicle.

ENVIRONMENTAL CONDITIONS

- Normal office/construction supervisory environment.
(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)
JOB TITLE: ASSISTANT DIRECTOR, FACILITIES MANAGEMENT

GENERAL DESCRIPTION:
The Assistant Director, Facilities Management is responsible for the supervision of departmental personnel charged with the repair and preventative maintenance of all facility equipment and the physical facility and grounds at the college campus. This position receives general direction from the Director, Facilities Management. The person in this position exercises independent judgment and requires only minimum supervision.

ESSENTIAL JOB FUNCTIONS:

1. Supervises and schedules the work assignments of custodians, grounds keepers, and other maintenance personnel assigned to the facility and grounds.

2. Trains and evaluates assigned personnel.

3. Conducts or assigns responsibility for conducting a preventative maintenance program to assure the maximum efficiency of all air conditioning, electrical, plumbing, and other equipment.

4. Performs or supervises the routine maintenance of all air conditioning equipment, plumbing, electrical and other maintenance duties as required for the normal operation of the facility.

5. Assists in establishing a yearly operational budget for the Facility, and coordinates same with the Director, Facilities Management.

6. Orders equipment and maintains records of when it was purchased, type of preventative maintenance performed, and when, etc.

7. Secures specialized maintenance services from external agencies such as plumbing, electrical or air conditioning services.

8. Meets with architects and contractors as required to coordinate or expedite facilities changes. (These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of all construction and maintenance materials and their proper application.
- Ability to carry out proper maintenance of existing facilities.
- Ability to use the tools, meters, gauges, and other equipment customarily used in the trade.
KNOWLEDGE, SKILLS AND ABILITIES (continued):

- Ability to read mechanical blueprints of plumbing, air conditioning, electrical and related control systems.
- Ability to supervise effectively.
- Skills in electrical, plumbing, heating, air conditioning, pneumatic control, refrigeration, and water treatment processes and systems.
- Ability to communicate both orally and in writing.

EDUCATION AND EXPERIENCE:

- Graduation from high school.
- Post high school training in air conditioning, electronics or plumbing.
- Five (5) years of related trade experience.
- Two (2) years of supervisory experience.

(A comparable amount of training, education, or experience may be substituted for the above minimum qualifications.)

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida Driver's License

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without corrections.)
- Acceptable hearing (with or without corrections.)
- Moderate (15 to 44 pounds) lifting and carrying.
- Ability to drive a vehicle.
- Walking, standing, climbing.

ENVIRONMENTAL CONDITIONS:

- Works inside and outside in varying weather conditions.
- In or with moving objects or vehicles.
- With electrical energy, noisy conditions.
- Uneven and slippery surfaces.
- Heights up to 70 feet.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)
JOB TITLE: STAFF ASSISTANT - FACILITIES

GENERAL DESCRIPTION:
The Staff Assistant I - Facilities forms clerical and administrative support work for the Facilities Department. Work is performed under the general administrative supervision of the Director of Facilities Management.

ESSENTIAL JOB FUNCTIONS:

Provides clerical support and participates directly in the work of the Director of Facilities Management.

Performs office management functions and coordination and secures details of specialized information related to facility functions. Serves as office receptionist.

Issues all College keys. Maintains records on College personnel who have keys.

Ships and receives via UPS or other package delivery company all packages for the College. Logs in all shipping information in UPS Shipping Records Book.

Enters all information into computer system from incoming packages assigned Purchase Orders. Sends tracking sheets out to departments receiving packages.

Maintains files on all Purchase Orders for College.

Maintains records on all College vehicles for mileage, gas, repairs and maintenance.

Keeps appointment calendars and schedules appointments. Receives and screens calls and refers callers to other employees.

Prepares forms and composes letters. Sets up and maintains office files. Files letters, reports, and related technical information.

Types using word-processing software letters, forms, requisitions, purchase orders and related paperwork.

Opens, prioritizes and processes department mail. Collects the Middle and Upper Keys Centers mail from Copy Room for courier pick-up.

Collects and distributes department time sheets. Ensures the Payroll Office receives properly completed and signed time sheets. Distributes paychecks.

Assists Facilities personnel with paperwork and forms.

Acts as point-of-contact in the absence of the Director and Assistant Director.
(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES:

$ Knowledge of College policies, procedures, and practices as related to Facilities Management.
$ Knowledge of business English, spelling and grammar, in order to prepare documents and compose letters.
$ Knowledge of office practices and procedures.
$ Ability to operate a computer, including word processing software packages, such as WordPerfect.
$ Ability to establish and maintain effective working relationships with staff, students and the public.
$ Ability to be detail-oriented and organized.
$ Ability to perform basic math calculations.
$ Ability to communicate both orally and in writing.
$ Ability to perform duties with minimal supervision.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

EDUCATION AND EXPERIENCE:

$ High School graduation or possession of an acceptable equivalency diploma.
$ Three (3) years experience involving clerical and administrative support work.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

$ None

ESSENTIAL PHYSICAL SKILLS:

$ Acceptable eyesight (with or without corrections.)
$ Acceptable hearing (with or without corrections.)
$ Light (under 15 pounds) lifting and carrying.

ENVIRONMENTAL CONDITIONS:

$ Works inside an office environment.

( Reasonable accommodations will be made for otherwise qualified individuals with a disability.)
JOB TITLE: MAINTENANCE SPECIALIST

GENERAL DESCRIPTION:
The Maintenance Specialist performs work in repairing, servicing and preventative maintenance of College property and facilities. Little supervision is normally required and personnel in this position are expected to exercise considerable independent judgment. Work is performed under the general supervision of the Director and Assistant Director of Facilities.

ESSENTIAL JOB FUNCTIONS:

1. Performs preventative maintenance on mechanical systems and campus appliances and equipment.

2. Performs routine maintenance and minor repair of college vehicles and production equipment.

3. Assembles and moves furniture.

4. Performs plumbing, carpentry, and electrical repairs.

5. Serves as daytime security for the campus and issues parking and other violation tickets.

6. Responsible for replacing college-wide signage and monitoring the conditions of the roadways, curbs and parking lots on campus.

7. Participates in storm preparation activities.

8. Delivers bank deposits to bank and does other errands needed in town.
(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES:

• Knowledge of plumbing and electricity principles, methods, and equipment.
• Knowledge of practices, methods, materials and tools used in the maintenance of automobiles, trucks and production equipment.
• Knowledge of the practices, methods, materials and tools used in the maintenance area.
• Knowledge of the occupational hazards and safety precautions.
• Ability to work alone and independently.
• Ability to read, interpret and work from blueprints, wiring diagrams, specifications and operating manuals.
• Ability to direct the work of personnel assisting them.
• Ability to communicate both orally and in writing.
EDUCATION AND EXPERIENCE:

• High School graduation or possession of an equivalency diploma.
• Five (5) years in one or more of the following fields: heating and air conditioning, plumbing, and electrical.

(Education, experience and other training may be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

• Valid Driver’s License

ESSENTIAL PHYSICAL SKILLS:

▪ Acceptable eyesight (with or without corrections.)
▪ Acceptable hearing (with or without corrections.)
▪ Moderate (15 to 44 pounds) lifting and carrying.
▪ Pulling, pushing, reaching.
▪ Ability to be mobile.
▪ Driving

ENVIRONMENTAL CONDITIONS:

• Works inside and outside in various weather conditions with chemicals, solvents, grease, oils, fumes, gases, smoke and flames.
• Works with power tools.
• Works with heavy equipment such as a forklift or bobcat.
• Uneven and slippery surfaces.
• Heights (to 30 feet).

( Reasonable accommodations will be made for otherwise qualified individuals with a disability.)
JOB TITLE: MAINTENANCE WORKER

GENERAL DESCRIPTION:
The Maintenance Worker performs a variety of routine maintenance tasks in air conditioning, electrical, plumbing, or other maintenance areas. This position may perform simple maintenance assignments alone or it may assist the Maintenance Specialist in performing his/her duties. Work is performed under the general supervision of the Director and Assistant Director of Facilities.

ESSENTIAL JOB FUNCTIONS:
1. Replaces defective or obsolete electric light bulbs, fuses, lamps and fixtures.
2. Cleans clogged drains and toilets and assists in performing other plumbing repairs.
3. Cleans air conditioning equipment, cooling towers and replaces air filters as required.
4. Performs carpentry repairs such as fastening loose trim or molding and adjusting doors.
5. Performs routine mechanical or appliance repair on College property.
6. Performs painting, plastering, cement repairs, etc.
7. Oils or greases equipment.
8. Assists Maintenance Specialist with duties as assigned.
9. Ships and receives delivered freight and packages and distributes to appropriate department.
10. Responsible for collecting recycling materials from offices and delivering to Recycling Center.
11. Delivers bank deposits to bank and runs errands needed in town.
12. Picks up litter around the campus and performs landscaping upkeep.
13. Moves furniture and equipment.
14. Sets up for events on-campus which includes setting up chairs, tables, and risers.
15. Participates in storm preparation activities.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS
KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic air-conditioning, plumbing and electrical maintenance.
- Knowledge of basic carpentry and painting techniques.
- Knowledge of tools and equipment needed to complete maintenance duties.
- Knowledge of grounds keeping practices and principles.
- Knowledge of the occupational hazards and safety precautions.
- Ability to understand and follow oral and written instructions.
- Ability to perform heavy manual labor under various weather conditions.
- Ability to deal effectively with college faculty, staff and students.
- Ability to communicate with co-workers.
- Ability to work alone.

EDUCATION AND EXPERIENCE:

- High School graduation or possession of an equivalency diploma.
- One (1) year of relating training or experience.

(A comparable amount of education, experience and other training may be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Driver’s License

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without corrections.)
- Acceptable hearing (with or without corrections.)
- Moderate (15 to 44 pounds) lifting and carrying.
- Pulling, pushing, reaching.
- Ability to be mobile.
- Driving

ENVIRONMENTAL CONDITIONS:

- Works inside and outside.
- Works with chemicals, solvents, oil and grease.
- Works with power tools.
- Works with heavy equipment such as a forklift or bobcat.
- Uneven and slippery surfaces.
- Heights (up to 15 feet).

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)
JOB TITLE: CUSTODIAL CREW LEADER

GENERAL DESCRIPTION:
The Custodial Crew Leader is responsible for work in overseeing the operations of custodial workers and for assigned custodial duties. Duties are performed independently and require skills in supervision. Personnel in this classification are expected to be knowledgeable in all phases of custodial work. Work is performed under the general supervision of the Director, Facilities Management.

ESSENTIAL JOB FUNCTIONS:
1. Assigns pre-determined tasks to workers and inspects for satisfactory completion of work duties. Instructs custodians on cleaning methods, materials and desired results.
2. Develops specific custodial procedures and routines for the campus custodial program. Reports problems and/or unusual situations to the Assistant Director of Facilities or Director promptly.
3. Assures that the following are done in a timely and professional manner:
   a. Sweeps, scrubs and waxes floors using appropriate cleaning and waxing equipment.
   b. Sweeps cleans and mops restrooms including floors, sinks, urinals, commodes, and mirrors; polishes hardware, refills soap and towel dispensers.
   c. Empties wastebaskets, cigarette urns and trash receptacles.
   d. Cleans chalkboard, erasers, chalk troughs and replenishes chalk.
   e. Closes windows, turns off lights, and locks assigned areas.
   f. Dusts furniture, window sills, and other area equipment. Washes windows, cleans and polishes drinking fountains and other area equipment.
   g. Cleans cobwebs, mud, paper and other debris from area adjacent to buildings; scrubs and hoses corridors and walkways.
   h. Carries out security and safety procedures as established by supervisor including those procedures related to the Florida “Right to Know” Law.
   i. Cleans air conditioning supply and return air grill. Cleans walls, ceiling and light fixtures and reports any burned out lights, missing equipment and other items in need of repair.
4. Monitors and requests orders for supplies and materials.
(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

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MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES:
• Knowledge of cleaning fluids and chemicals related to custodial work.
• Knowledge and ability to use cleaning tools and equipment such as scrubbing and waxing machines.
• Ability to supervise.
• Ability to deal effectively with college staff and students.
• Ability to prioritize tasks at hand.
• Ability to perform manual labor.
• Ability to work alone.
• Ability to receive, understand and follow instructions.
• Ability to communicate both orally and in writing.
• Ability to perform duties with minimal supervision.

EDUCATION AND EXPERIENCE:
• Graduation from high school or possession of an equivalency diploma.
• Two (2) years custodial experience and supervisory experience essential.
(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:
• Valid Driver’s License

ESSENTIAL PHYSICAL SKILLS:
• Acceptable eyesight (with or without corrections.)
• Acceptable hearing (with or without corrections.)
• Moderate (15 to 44 pounds) lifting and carrying.
• Pulling, pushing, reaching.
• Walking, standing, kneeling, bending, balancing, stooping and climbing

ENVIRONMENTAL CONDITIONS:
• Works inside and outside in varying weather conditions with chemicals, solvents, oils and moving equipment.
(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)
JOB TITLE: CUSTODIAN

GENERAL DESCRIPTION:
The Custodian performs all cleaning duties in and around assigned buildings according to explicit instructions. Duties are easily learned and are routine and repetitive. Work is performed under the direction of the Custodial Crew Leader.

ESSENTIAL JOB FUNCTIONS:

1. Sweeps, mops, scrubs and waxes floors using appropriate cleaning and waxing equipment.

2. Sweeps, cleans and mops rest rooms including floors, sinks, urinals, commodes, and mirrors. Polishes hardware. Refills soap and towel dispensers.

3. Empties wastebaskets, cigarette urns and trash receptacles.

4. Cleans chalkboard, erasers, chalk troughs and replenishes chalk.

5. Closes windows, turns off lights, and locks assigned areas.

6. Dusts furniture, window sills, and other area equipment. Washes windows, cleans and polishes drinking fountains and other area equipment.

7. Cleans cobwebs, mud, paper and other debris from area adjacent to buildings; scrubs and hoses corridors and walkways.

8. Carries out security and safety procedures as established by supervisor including those procedures related to the Florida “Right to Know” Law.

9. Cleans air conditioning supply and return air grill. Cleans walls, ceiling and light fixtures and reports any burned out lights, missing equipment and other items in need of repair.

10. Requests needed supplies and materials from supervision.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of cleaning fluids and chemicals related to custodial work.

- Knowledge and ability to use cleaning tools and equipment such as scrubbing and waxing machines.
- Ability to deal effectively with college staff and students.
KNOWLEDGE, SKILLS AND ABILITIES (continued):

• Ability to prioritize tasks at hand.
• Ability to perform manual labor.
• Ability to work alone.
• Ability to receive, understand and follow instructions.

EDUCATION AND EXPERIENCE:

• One (1) year cleaning experience is desirable.
  (Education, experience and other training may be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

• None

ESSENTIAL PHYSICAL SKILLS:

• Acceptable eyesight (with or without corrections.)
• Acceptable hearing (with or without corrections.)
• Moderate (15 to 44 pounds) lifting and carrying.
• Pulling, pushing, reaching.
• Walking, standing, kneeling, bending, balancing, stooping and climbing

ENVIRONMENTAL CONDITIONS:

• Works inside and outside with: chemicals, solvents, oils, and moving equipment.
  (Reasonable accommodations will be made for otherwise qualified individuals with a disability.)