

Job Title: OPS Senior Facilities Specialist

Compensation: \$19.14 - \$19.14

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 6

Position Summary:

Incumbents perform a skilled trade requiring a Journeyman's certificate or license, or advanced training or education, and significant experience in area of responsibility.

Maintenance - Incumbents are responsible for installing, maintaining, and repairing complex HVAC systems of chillers or complex computerized heating and ventilation systems; designing and implementing HVAC systems; and training other staff on the operation and maintenance; as well as performing full-scope of maintenance responsibilities for assigned campus/building/location that requires planning and timing of multiple projects.

Construction - Incumbents are responsible for planning large-scale construction projects by identifying and evaluating contractors; or applying highly trained construction skill by designing and constructing custom cabinetry; installing, maintaining and repairing electrical systems and equipment; designing electrical layouts; repairing and replacing electrical breakers, light fixtures, electrical panels, and similar items.

Requirements:

Education:

High School Diploma or equivalent (GED).

Experience:

Two years training in area of responsibility, and six years related experience.

**An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Applicable system maintenance, repair and installation principles and methods;
- Basic construction and mechanical system layout and design principles;
- Applicable equipment and tools;
- Equipment operating and maintenance techniques;
- Construction and maintenance principles;
- Recordkeeping principles;
- Safety procedures;
- Computers and related software applications.

Skills:

- Applicable system maintenance, repair and installation principles and methods;
- Applicable equipment and tools;
- Designing and constructing buildings and related building systems;
- Equipment operating and maintenance techniques;
- Construction and maintenance principles;
- Recordkeeping principles;
- Safety procedures;
- Computers and related software applications.
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

- Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, chemicals, and extreme temperatures.

License:

Some positions require a journeyman's license or certificate in area of responsibility.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Performs complex, skilled maintenance and carpentry tasks which, depending on area of assignment, may include installing, maintaining, and repairing complex building systems; planning and executing large-scale construction projects; performing advanced repairs; designing and coordinating construction projects; and performing related duties.	Daily 50%
2.	Repairs and maintains non-mechanical/electrical structures which includes replacing parts; repairing fixtures; and/or performing related duties.	Daily 30%
3.	Performs building inspections to ensure project and operational compliance with internal and external safety regulations.	Daily 10%
4.	Monitors inventory and supply levels; procures and inventories supplies, equipment, and materials as necessary or directed.	Weekly 5%
5.	Prepares and monitors logs and operational records.	Daily 5%
6.	Performs other duties of a similar nature or level.	As Required

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