Florida Agricultural and Mechanical University
UNIVERSITY SUPPORT PERSONNEL SYSTEM
POSITION DESCRIPTION

1. Division: 
   STUDENT AFFAIRS

2. Transaction Type: 
   - ☐ Establishment
   - ☑ Update
   - ☐ Reclassification
   - ☐ Transfer

3. Position Number: 20038

4. School/College: 
   FLORIDA A&M UNIVERSITY

5. Department Number: 0450-021-62

6. Budget Entity: AUX

7. Effective Date: (Personnel Use Only)

8. Department: HOUSING

9. FTE: 1.0

10. Pay Plan:

11. On-Call:

12. Lead Worker:

13. Subsection: PRES

14. Class Code: 6374

15. City: TALLAHASSEE

16. County: LEON

17. Class Title: Maintenance Support Worker

18. Describe in detail the specific duties and responsibilities assigned to this position. Identify Essential/Marginal functions. Essential Functions are those tasks or functions that are fundamental to the position. Marginal Functions are those tasks or functions that are performed by the incumbent, but are not necessary to the position. Attach additional sheets, if necessary, to properly describe the position. Duties and responsibilities should equal 100% of time.

% of Time

### ESSENTIAL JOB FUNCTIONS

- **30%** Repairs, replaces and adjusts lavatory faucets, urinals, and commodes, unstop drainage lines and stop pipe leakages.

- **30%** Repairs and replaces hot water heaters, defrost timers, refrigerants control switches, fan blowers for motors, relief valves, elements, thermostats, light fixtures, switches and receptacles.

- **10%** Prices and order parts, material and supplies as necessary.

- **10%** Repairs and replaces window screens, windows, doors, floors and ceiling tile. Repair minor damage to stair railings and other building fixtures.

- **8%** Moves and set up dormitory furniture and appliances.

- **6%** Repairs and replaces chairs and table legs, sofa legs, beds, desk and other dormitory furnishings.

- **6%** Cleans and maintains all maintenance tools and equipment on a daily basis.

  Performs other related duties as required.
Position Number 20038

19. **Subordinates:** List class codes, official class titles, and position numbers for each position that reports directly to this position.
   
   None

20. **Supervisor’s Position Number:** 20146  
    **Class Code:** 6376  
    **Class Title:** Maintenance Supervisor

21. **Working Hours:**
    a) Daily from 8:00 A.M. _______ to 5:00 P.M. _______
    b) Total hours per week 40
    c) Explain any variations in workweek, split shifts, on-call status, or rotations.

   Hours may vary depending on overtime, on-call, emergency or call back status.

22. **Knowledge, Skills, and Abilities:** List specific knowledge, skills, and abilities required in this position. Use additional sheets, if necessary.

   - Ability to use and operate power tools
   - Ability to repair appliances
   - Ability to repair and maintain wooden structures, including furniture
   - Ability to repair and adjust plumbing equipment
   - Ability to follow verbal and written instructions
   - Ability to use a computer
   - Ability to lift a minimum of fifty (50) pounds

23. **Required Licenses/Certifications/Other Specific Requirements of Law:** Please review statements below check all that apply.

   X This position requires police background check and/or fingerprinting, Florida Statutes.

   □ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statues.

   □ This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.

   □ This position requires licensure, certification or other special requirements described below.

   **Must maintain a valid Driver’s License.**

24. **Signatures:** I certify that the duties described are accurate and reflect the responsibilities officially assigned to the position and that any required licensure(s), certification(s) and/or other specific requirement(s) by law are so indicated.

    Name of Incumbent (Print)  
    Signature  
    Date

    Name of Immediate Supervisor (Print)  
    Signature  
    Date

    Name of Reviewing Authority  (Print)  
    Signature  
    Date  
    (Vice President, Dean, Director, Department Head or other administrative officer)

25. **University Personnel Relations Office Review:**

    Director, University Personnel Relations  
    Date