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<th>2. Transaction Type:</th>
<th>3. Position Number:</th>
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<tr>
<td>STUDENT AFFAIRS</td>
<td>Update</td>
<td>20091</td>
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<td>FLORIDA A&amp;M UNIVERSITY</td>
<td>0450-021-62</td>
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<th>7. Effective Date: (Personnel Use Only)</th>
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<td>6466</td>
<td>MAINTENANCE MECHANIC</td>
<td>LEON</td>
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| 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. |

**Specific Task**

The incumbent in this position has the responsibility for completing repair work in the trades of carpentry, plumbing, electrical, heating, ventilation, and air conditioning in all of the University’s dormitories.

**ESSENTIAL JOB FUNCTIONS**

- **50%** Performs repairs and adjustments to lavatory faucets, urinals and commodes to include unstopping drains and repairing pipe leaks.
- **20%** Repairs and installs windows, window accessories, doors door accessories, floor and floor coverings. Make repairs to ceiling tiles, stair railings, bulletin boards, wall surfaces, as well as coverings.
- **10%** Installs and maintains window air conditioning units, water heaters, space heaters, and other heating systems.
- **5%** Replaces light switches, light bulbs, florescent lamps, fuses and ballast. Perform minor electrical repairs to light fixtures and electrical outlets.
- **5%** Performs gas welding and brazing to repair related mechanical equipment.

**MARGINAL FUNCTIONS**

- **3%** Performs various tasks as required by the immediate supervisors.
- **2%** Assists with the maintenance and installation of hot water heaters, air conditioning units and gas-powered equipment.
- **2%** Performs painting as needed on walls, window accessories and other miscellaneous areas.
- **2%** Performs limited administrative duties in the absence of the supervisor or as directed by the supervisor/superintendent. Work may include, but is not limited to, issuing job orders, scheduling the daily workload and preparing daily time sheets.
- **1%** Reads and understands design blueprints and building specification to assist in the minor renovation of building structure and interior mechanics.
Position Number: 20091

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.

   Knowledge of the procedures and methods for installing, repairing and maintaining refrigeration, air conditioning ventilation units and components parts.

   Knowledge of the principles and techniques of the skilled building trades or mechanical repair work.

   Knowledge of safety procedures required in maintenance and repair work.

   Skilled in using hand tools and equipment relating to maintenance and repair work.

   Skilled in installing, repairing, and maintaining refrigeration units, air condition units and the component with the systems.

   Ability to read blueprints and schematic drawings.

   Ability to perform a variety of skilled trades/functions.

   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.

   Must maintain a valid Driver’s License.

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

   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.

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
Knowledge of safety procedures required in maintenance and repair work.
Skilled in using hand tools and equipment relating to maintenance and repair work.
Skilled in installing, repairing, and maintaining refrigeration units, air condition units and the component with the systems.
Ability to read blueprints and schematic drawings.
Ability to perform a variety of skilled trades/functions.