Job Title: Trades Worker II – Equipment Operator/Mechanic -Venice  
(Previously listed as Tradesworker I)

Reports to: Facilities Plant Manager
FLSA Status: Non-exempt
Level: 114
Position Class: C9906

Job Summary:
Repairs gasoline engines used to power lawnmowers, garden tractors, and similar machines and electric golf carts and automobiles and small trucks by performing the following duties.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Repairs vehicles, tractors, mowers and power equipment.
2. Performs work as heavy equipment operator such as grading, deforestation, drainage and resodding.
3. Paints, caulsks, patches both interior and exterior surfaces and coats roofs.
4. Performs air conditioner maintenance such as changing motors, filters, and pumps, greasing motors and bearings.
5. Performs miscellaneous carpentry maintenance and repairs as needed.
6. Acts as crew foreman for various projects and functions.
7. Assumes grounds duties such as bush-hogging, mowing edging, trimming.
8. Assists in all phases of cleaning, including set-up and tear down for functions.
9. Maintains equipment records.
10. Accepts delivery of gas trucks to refill tanks.
Job Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  High school diploma or general education degree (GED) and one year’s related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  This job has no supervisory responsibilities.

- **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few changes in common situations.

- **Computer Skills**
  To perform this job successfully, an individual should have knowledge of Basic word processing software. Within three months of hire must be able to use College e-mail and other College required software.

- **Certificates and Licenses**
  No certifications needed.

Responsibility for People and Property:
None.

Responsibility for Communication:
- **Internal Contacts**
  This position has routine contact with State College of Florida, Manatee-Sarasota staff and occasional contact with students.

- **External Contacts**
  This position has frequent contact with vendors.
**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts. The employee is frequently exposed to vibration. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions and risk of electrical shock.

- The noise level in the work environment is usually loud.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.
5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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