

JOB FUNCTION LESSON

Handout #3 – Take about 5 minutes

Group and combine the job tasks below and then write your job function statements. Be sure that your job function statements answer the 4 questions that we discussed on the previous page - What is the action, who/what is the object of the action, why is the action being done, and how is the action being done.

- ? Designs closets, cabinets, desks, and bookcases
- ? Builds and repairs closets, cabinets, desks, and bookcases
- ? Orders supplies for buildings
- ? Estimates costs for construction projects
- ? Informs supervisors of costs of construction projects
- ? Selects paints, fixtures, furniture, and equipment for buildings
- ? Paints buildings, fixtures, furniture, and equipment
- ? Repairs maintenance equipment
- ? Repairs locks and rekeys campus facilities



2. Job Functions

Essential or
Marginal (E or M)

Percentage of
Time

KNOWLEDGE, SKILLS, AND ABILITIES LESSON

Handout #3 – Take about 2-3 minutes

Using the space below, write the KSAs using the information provided below.

- ? Designs closets, cabinets, desks, and bookcases
- ? Builds and repairs closets, cabinets, desks, and bookcases
- ? Orders supplies for buildings
- ? Estimates costs for construction projects
- ? Informs supervisors of costs of construction projects
- ? Selects paints, fixtures, furniture, and equipment for buildings
- ? Paints buildings, fixtures, furniture, and equipment
- ? Repairs maintenance equipment
- ? Repairs locks and rekeys campus facilities



STATE OF SOUTH CAROLINA POSITION DESCRIPTION

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license.

