POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Properties & Facilities	Franklin

POSITION NUMBER 20005758

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Electronic Technician

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type

Bargaining Unit 09

Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:30 a.m. TO: 5:00 p.m. (Report in location & work hours subject to change)

JOB CODE TITLE: Electronic Technician

JOB CODE: 84411

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Installs, services, diagnoses, calibrates, repairs & performs preventative maintenance on electronic equipment in DAS buildings (e.g., security cameras, access card readers, electronic control circuits for doorways, alarm systems, primus lock key systems, electric door systems, radio systems, electrical wiring & cabling): conducts inspections & reports findings; schedules appointments & makes repairs: attends training as required; participates in meetings & committees; uses personal protective equipment; order supplies, equipment & parts; maintains inventory of electrical supplies; responds to systems emergency situations 24 hrs/day, 7 days/week which may require overtime or call back; other duties as assigned.	Knowledge of (1) electronics or electrical/electronic engineering; (2) first aid, CPR & industrial safety regulations/procedures relating to job duties (e.g., formal electrical safety regulations, OSHA standards); (3) electrical & fire code requirements (e.g., NEC, OBBA, Ohio fire code) Skill in (4) using PC & related hardware & software (e.g., MS Word, Excel, Outlook); (5) use of tools & equipment associated with position. Ability to (6) apply principles to solve practical, everyday problems; (7) understand manuals & verbal instruction, technical in nature; (8) demonstrate dexterity to use hands skillfully;(9) reach technical manuals, blueprints & schematics; (10) recognize safety warnings & take appropriate action; (11) obtain & maintain valid drivers license; (12) respond to systems emergency situations 24/7 basis.
25	Completes maintenance & repair duties: reads & interprets blueprints, schematics & technical diagrams; designs & prepares installation & modification proposals & cost estimates; prepares site location diagrams; calculates & records test results; completes records & reports associated with preventive maintenance.	Knowledge of 1, 2, 3 Skill in 4, 5 Ability to 6, 7, 8, 9, 10, 11
25	Assists in development of preventive maintenance programs & procedures to maintain security related equipment: establishes maintenance schedule; works with locksmith or preforms locksmith duties to diagnose & correct component failure in locks; documents findings; keeps accurate maintenance records.	Knowledge of 1, 2, 3 Skill in 4, 5 Ability to 6, 7, 8, 9, 10, 11 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 10/26/16

Apd 10.26.16 (2)

An Equal Opportunity Employer

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Properties & Facilities	Franklin

POSITION NUMBER 20005758

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to Agency Organizational Tree ☐

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JOB CODE 84411

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 10/26/16

Apd 10.26.16 (cc)

An Equal Opportunity Employer