DEPARTMENT OF ADMINISTRATIVE SERVICES
REQUEST TO FILL/CHANGE AUTHORIZATION (RFCA)

Current Position: Stationary Engineer					**Division:** General Services
PN 20005787	**Job Code** 54531	**Job Code Title** Stationary Engineer			
Combo Code DAS014640	**Fund #** 1320	**HCM DEPT. ID** DAS106495	**FIN DEPT.** DAS106495	**PROGRAM** 3534F	**Pay Range** 08

Modification (if required):					**Division:**
PN	**Job Code**	**Job Code Title**			
Combo Code	**Fund #**	**HCM DEPT. ID**	**FIN DEPT.**	**PROGRAM**	**Pay Range**

POSITION DESCRIPTION REQUESTS: ☐ Post OHMS ☐ Post Internal ☐ Post Other
☐ FULL-TIME ☐ PART-TIME ☐ Physical Address/Location ☒ PD Update
☐ Supervisory Change: _____ ☒ Effective Date: _____

POSITION JUSTIFICATION

1. Why is this position essential?

2. What is the impact to the agency's operations if this position is not filled? Specifically address functions mandated by the Ohio Revised Code that will not be completed if this position is not filled. Cite applicable ORC section(s) in the response.

3. What is the estimated cost and funding source for this position? Include a statement of affordability in the response.

(If necessary additional documents may be attached.)

REQUIRED APPROVALS:					
12/7/10	Jeffrey Westhoven for				
Date	Deputy Director	Date	Office of Finance	Date	Director's Designee
	n/a	Comments: Merle Krage change in work hours			
Date	Business Office				

(November 24, 2009)

100-100U

POSITION DESCRIPTION

		AGENCY/DEPT ID DAS106495
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Properties & Facilities	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005787

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Stationary Engineer 1	20005775 Air Quality Technician Supervisor

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 06 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 3:30 p.m. TO 12:00 a.m. Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
100	Operates and maintains boilers & related equipment. Maintains water softeners, chemical feed pumps, water pumps, air compressors & all mechanical equipment insuring that equipment passes inspection & meets all safety codes. Makes rounds of boiler plant changing charts, calibrating equipment, checking draft & pressure gauges, gas temperatures & water levels. Performs most of the electrical & plumbing repairs on boilers. Assists the Air Quality Technicians. Maintains log records of gauge readings, fuel consumption, power generated, maintenance work performed, & related records.	Knowledge of (1) first aid or other emergency assistance background or formal industrial safety regulations & procedures. Type of safety practices would be specific to area of work. Must have Stationary Engineer's License. (2) safety practices related to job duties; (3) plumbing; (4) carpentry; (5) electrical. Skill in (6) operation of hand/power equipment related to duty; (7) building & equipment maintenance & repair (e.g. electrical, plumbing, carpentry, A/C/, heating); (8) installation & repair of plumbing fixtures & fittings. Ability to (9) apply principles to solve problems involving few variables within familiar context; (10) carry out detailed but basic written or oral instructions; (11) understand a system of mechanical or other problems related to maintenance & repair; (12) recognize safety warnings; (13) read & comprehend short sentences with basic concrete vocabulary; (14) addition & subtraction, fractions; (15) work alone on most tasks; (16) demonstrate general physical fitness (e.g. push, pull, move materials/equipment from one location to another; agility to stoop, bend, move whole body; lift, push, pull, or otherwise move up to 80 lbs.

JOB CODE TITLE Stationary Engineer 1

JOB CODE 54531

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westbrook	12/10/10