POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

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

POSITION NUMBER
20005801

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Mail Center Manager	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: 7:00 a.m. TO: 4:00 p.m. Report-in location subject to change.

JOB 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; orders 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 aide, 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) read technical manuals, blueprints & schematics; (10) recognize safety warnings & take appropriate action; (11) obtain & maintain valid drivers; license; (12) respond to systems emergency situations on 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 performs locksmith duties to diagnose & correct component failures 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

Apd 12/1/14 EC

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Chris Selch/EC	12/1/14