

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS105000

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Properties & Facilities

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20074349

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

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

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible  Exempt

Bargaining Unit 09

If FLSA Exempt, exemption type

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:30 a.m. TO: 5:00 p.m.

Report in location subject to change

## 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 building (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

JOB CODE TITLE  
Electronic Technician

JOB CODE  
84411

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Chris Seleh/ce*

11/26/14

Apd 11.26.14@e