

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS106490
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Properties & Facilities	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20074349	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
				Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Electronic Tech1 / Main Repair Worker 2		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005791 Program Administrator 3	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 07 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 & work hours 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 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 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) 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 preforms 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.

JOB CODE 84411	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		<i>[Signature]</i>	12-28-11

Opd 12-28-11