

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Equipment Installer Assistant	<u>CLASS NUMBER:</u> 30051.1	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Fleet Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A9	<u>POSITION CONTROL #:</u> 020029, 020036
<u>POSITION LOCATION:</u> 1721 Alum Creek Drive, Columbus, OH 43207	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 6:30 AM – 3:30 PM	<u>SUPERVISOR (PCN):</u> Fleet Operations Superintendent (020028)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Equipment Installer Assistant classification is to diagnose problems, make minor repairs, and install parts/accessories to emergency equipment as needed.

JOB DUTIES:

Assist the Equipment Installer with installation and repairs of accessory equipment. (i.e. light bar with all associated lighting, in-car camera systems, Communications radio, alarms, GPS systems, gun racks, K9 inserts, push bumpers, radars, license plate readers, etc.).

Schedule and perform routine maintenance on emergency equipment. Perform emergency equipment repairs on vehicles as well as trailers and other specialized vehicles. Assist the Equipment Installer with new car preparations and disposition of retired vehicles. Remove emergency equipment and auxiliary equipment as needed. Maintain records of tasks performed. Maintain required certifications and training as needed for equipment. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of safety practices, office practices and procedures. Skill in skilled trade; equipment operation. Ability to recognize unusual or threatening conditions and take appropriate action, apply principles to solve practical, everyday problems; calculate fractions, decimals and percentages; follow basic oral instruction; recognize safety warnings; read simple sentences with common vocabulary; comprehend simple sentences with common vocabulary; complete routine forms; maintain accurate records; check pairs of items that are similar or dissimilar; work alone on most tasks; cooperate with coworkers on group projects; demonstrate physical fitness; demonstrate agility; demonstrate strength to lift up to 80lbs.; demonstrate strength to move objects from one location to another; demonstrate dexterity to handle fuses, lock cylinders trim pieces.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED, supplemented by vocational/technical training in automotive mechanics and three (3) years' experience in automotive maintenance and repair; or any equivalent combination of training and experience.

Additional Requirements

Required to maintain a valid Ohio driver's license.

Supervisory Responsibilities

None Required

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date