

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

<u>CLASSIFICATION TITLE:</u> Equipment Installer Lead	<u>CLASS NUMBER:</u> 30052.1	<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> A13	<u>POSITION CONTROL #:</u> 041009
<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 (041002)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Equipment Installer Lead classification is to lead and coordinate all the work flow and staff of the equipment installation division, which install, test and repair equipment in all county owned vehicle. Diagnose and make repairs both major and minor to the county’s light and heavy duty fleet vehicles and equipment. Diagnose and repairs the most unique or difficult automotive repairs utilizing advanced skill and experience.

JOB DUTIES:

Serve as a lead worker by, providing direction, monitoring, and on-the-job training to the skilled equipment installation team. Which are to install, test, and repair patrol equipment, trailers and specialized vehicles (i.e. light bar with all associated lighting, sirens, security barrier and associated pieces, communication radios, in-car camera systems, computer systems, shotgun/rifle racks, K9 dog insert with associated devices, push bumpers, radar equipment, license plate reader equipment and other emergency equipment as necessary). Install accessory equipment (e.g. alarms, Blue Tooth devices, GPS systems, keyless entry systems and other accessories, as necessary). Perform fabrication work to meet driver and safety specifications. New car preparation, (i.e. inspect for defects, enter data in agency computer systems and install necessary items to ready vehicle for service). Coordinate with the team for vehicle transportation (e.g. pickup and transport vehicles to dealers, subcontractors, body shops, etc.). Enter information into computerized database and maintain accurate records of supplies, parts, and work completed along with time associated with repairs. Coordinate the assignment of jobs to process vehicles for retirement, (i.e. remove all necessary equipment from vehicles once retired from the fleet, inspect vehicle for issues and complete paperwork necessary for disposal and prepare documents for online auction.). Upon approval from the Superintendent, work and consult with customers to design and recommend equipment needed; work with vendors to obtain quotes and order equipment. Maintain accurate inventory of all equipment and supplies. 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 inventory control, employee training and development, lead work, 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:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED, supplemented by vocational/technical training in automotive mechanics and seven (7) years’ experience in automotive maintenance and repair.

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