

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

<u>CLASSIFICATION TITLE:</u> Electronic Foreman	<u>CLASS NUMBER:</u> 30804	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N14	<u>POSITION CONTROL #:</u> 033200
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 7:30 AM – 4:30 AM	<u>SUPERVISOR (PCN):</u> Assistant Director, Chief Financial Officer (032000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Safety/Security Technician (033201, 033202, 033203, 033204, 033205)		

CLASSIFICATION PURPOSE:

The primary purpose of the Electronics Foreman classification is to instruct, assign, review, plan, coordinate, evaluate, allocate, and maintain the installation and repairs of electronic and fire systems throughout the county facilities for the safety and well-being of customers, public, and co-workers during normal business hours and after hours as needed.

JOB DUTIES:

Act as a lead worker for assigned staff. Schedule work assignments and inspections. Perform vacation and sick leave approvals, performance appraisals, and disciplinary actions. Implement agency safety practices and procedures.

Administer digital recorders, review and respond to electronic mail and answer and respond to voice mail. Assist in the preparation of cost-estimates on electrical projects and repairs. Create and request purchase orders and control the inventory of electronic supplies and equipment. Schedule and perform fire alarm testing per NFPA and the Ohio Fire Code. Diagnose, replace, and perform preventative maintenance on electrical equipment. Perform preventative maintenance on switchgear and troubleshoot electrical system problems. Maintain maintenance contracts with vendors. Attend and provide technical information to construction meetings.

Install new electrical equipment and systems in remodeling projects. Schedule contractor work. Perform high-skilled electrical work at journeyman level for construction projects. Schedule and supervise annual fire pump test. Maintain and stock shop areas, as needed. 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 worker; supervision; agency policy and procedures; safety practices. Skill in skilled trade; equipment operation. Ability to apply principles to solve practical, everyday problems; add, subtract, multiply and divide whole numbers; understand manuals and verbal instructions, technical in nature; establish friendly atmosphere as a supervisor of work unit; demonstrate dexterity to use hands skillfully.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with some vocational and/or technical training with three (3) years of electronics or related experience.

Additional Requirements

No special license or certification required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

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