



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

CLASSIFICATION TITLE: Electronics Security Project Manager	CLASS NUMBER: 30806	FLSA: Exempt
AGENCY/DIVISION: Public Facilities Management	JOB TYPE: Full Time, Classified	PROBATION PERIOD: 180
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N18	POSITION CONTROL #: 030033
POSITION LOCATION: 373 S High Street, Lobby, Columbus, OH 43215	TYPICAL WORK SCHEDULE: Monday – Friday 7:30 AM – 4:30 PM	SUPERVISOR (PCN): Superintendent, Construction (030120)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		
Locksmiths (030042, 030043)	Safety/Security Technician Crew Leader (030036)	
	Safety/Security Technician (030034, 030035, 030037, 030038)	

CLASSIFICATION PURPOSE:

The primary purpose of the Electronics Security Project Manager classification is to instruct, assign, review, plan, coordinate, evaluate, allocate, and maintain the installation and repairs of electronic, fire systems, and universal power supplies (UPS) throughout the county facilities for the safety and well-being of customers, public, and co-workers and to ensure switch and server stability should any location loose power during normal business hours and after hours as needed.

JOB DUTIES:

Supervise assigned staff. Schedule work assignments and inspections. Perform vacation and sick leave approvals, performance appraisals, and disciplinary actions. Implement agency safety practices and procedures.

Oversees critical security elements of the agency such as cameras, access panels, etc. 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. Manages maintenance contracts with vendors. Attend and provide technical information to construction meetings.

Responsible for the management of special and/or major construction projects. 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.

Responsible for the installation and maintenance of universal power supplies (UPS) equipment for the entire county. Responsible for coordinating with various IT resources and documentation of the power requirements for network and server equipment so that UPS devices are adequate for equipment needs. Oversees staff in the monitoring and maintenance of such devices. Orders new equipment as needed.

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; information technology equipment as it relates to power and battery backup requirements. 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:

High School diploma or GED with some vocational and/or technical training with seven (7) years of electronics or related experience; or any equivalent combination of training and experience.

Additional Requirements

OSHA 10-hour certification, CPR and First Aid certificates are preferred.

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