

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

<u>CLASSIFICATION TITLE:</u> Environmental Technician	<u>CLASS NUMBER:</u> 30122	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A10	<u>POSITION CONTROL #:</u> 034315
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 7:30 AM – 4:30 PM	<u>SUPERVISOR (PCN):</u> Engineering Supervisor 034300
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Environmental Technician classification is to repair and maintain HVAC systems including boilers, chillers, air handlers, VMA's, and water lines and pumps (including rooftop units). Maintain the county's domestic drinking water system.

JOB DUTIES:

Perform preventative maintenance repairs (e.g., drinking water systems, boilers, chillers, air handlers, VMA's water lines, water filtration and pumps). Respond to trouble reports based in hot/cold priority. Troubleshoot and diagnose problems with electrical controls, refrigeration systems and pressurized hydronic systems. Perform flame checks on burners and install new duct work, pneumatics, plumbing, electric and other equipment as needed. Maintain proper water treatment for heating and cooling systems. Perform boiler safety checks. Maintain and clean steam and water boilers for inspections. Reclaim and recover refrigerant according to EPA guidelines. Monitor daily operation of HVAC system and inspect and record equipment readings. Assist with inventory control, maintenance of reports and records according to EPA guidelines, and preparation of daily work reports. Order parts and provide approved purchase order numbers to correct vendors. Assist PFM staff in coordinating, overseeing, and working with outside contractors. Escort outside contractors to work sites, 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; safety practices; agency policy and procedures. Skill in skilled trade; equipment operation. Ability to recognize safety warnings; complete routine forms; maintain accurate records; demonstrate strength to lift up to 75 lbs.; demonstrate strength to move objects from one location to another; 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, supplemented by vocational/technical training in HVAC and three (3) years of experience with HVAC systems.

Additional Requirements

Must maintain a valid Ohio driver's license and a Universal EPA certification is required.

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