

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

<u>CLASSIFICATION TITLE:</u> Safety/Security Technician	<u>CLASS NUMBER:</u> 30801	<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> A9	<u>POSITION CONTROL #:</u> 033205
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 7:00 AM – 4:00 PM	<u>SUPERVISOR (PCN):</u> Electronic Foreman (033200)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Safety/Security Technician classification is to install, repair and maintain electronic equipment in county buildings and facilities to support safety and security operations.

JOB DUTIES:

Test, inspect, install and maintain fire systems (e.g., standpipes, sprinklers, fire pumps, extinguishers, etc.) in county facilities according to frequencies established by the NFPA, State Fire Marshall and local authorities having jurisdiction. Troubleshoot system problems by testing and maintenance equipment and lines. Conduct regular fire alarm testing to ensure that system is in working order. Schedule and perform preventative maintenance on power tools and equipment after their use in maintenance and repair activities. Fill, inspect, tag, and certify fire extinguisher cylinders. Maintain and file proper documentation for cylinders. Prepare reports. Record and document work that has been completed. Take inventory of and order supplies (e.g., extinguisher tags, compressed nitrogen, fire alarm devices, sprinkler system pipe and fittings, and materials).

Possess knowledge of basic programming and technologies related to security and other low voltage systems. Inspect electrical/security systems and their components. Test back-up batteries, keypad programming, sirens, or other security features to ensure proper functioning or to diagnose malfunctions. Maintain accurate records to ensure proper invoicing. Maintain assigned vehicle, tools and test equipment. Coordinate work completion with foreman.

Meet with Columbus Fire Department for High Rise and Life Safety inspections quarterly. Analyze and project consequences of decisions and/or recommendations. Monitor fire alarm and security systems work performed by outside contractors. Communicate with outside vendors. 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 unusual or threatening conditions and take appropriate action; understand system of mechanical or other procedures; define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; complete routine forms; recognize safety warnings; complete routine forms; maintain accurate records; work alone on most tasks.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Associates degree in electronics engineering with three (3) years of experience in commercial safety/security technology.

Additional Requirements

Must maintain a valid Ohio driver's license, Pre-Engineered Portable Extinguishers and Alarm License, and other certifications, as necessary. Must follow all safety regulations.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties. May work around corrections inmates and in confined spaces.

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