

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

<u>CLASSIFICATION TITLE:</u> Safety/Security Technician Crew Leader	<u>CLASS NUMBER:</u> 30801.1	<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> A11	<u>POSITION CONTROL #:</u> 032703
<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> Electronics Security Project Manager (032700)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Safety/Security Technician Crew Leader classification is to lead a crew of skilled technicians in the performance of installation, repair and maintenance of electronic equipment in county buildings and facilities to support safety and security operations.

JOB DUTIES:

Provide work direction to Safety/Security Technicians and provide on-the-job training by demonstrating work. Install electronic equipment, repair, read blueprints, troubleshoot, perform preventative maintenance, and test electronic equipment (e.g., television security monitors, security cameras, lenses, monitors, electronic door controls, graphics, enunciators, audio/visual equipment, UPS and Cable systems, automatic clock systems, printers, smoke detectors, fire alarm systems, inverters, emergency response systems, etc.). Diagnose and repair operational problems with electronic systems and complete required systems programming/testing. Install and repair time clocks. Set up and monitor off site sound systems. Maintain and monitor auditorium overhead projectors, screens, and video/audio equipment. Maintain duress alarm equipment. Prepare access badges for employees and contractors. May assign jobs to staff in the absence of Electronics Security Project Manager.

Perform other miscellaneous duties (e.g. prepare cost estimates, order materials, keep inventory of tools, investigate reported problems, etc.) Communicate with management on project assignments and receive direction from management of final project changes in assignments. With supervisor's approval, may order supplies, equipment and parts. Enter record of completed job assignments and maintain records of parts and supplies used. 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; public relations; safety practices; agency policy and procedures. Skill in skilled trade; equipment operation. Ability to deal with problems involving few variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; understand manuals and verbal instructions, technical in nature; cooperate with co-workers on group projects; demonstrate strength to lift up to 75 lbs.; demonstrate dexterity to use hands skillfully.

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.

Supervisory Responsibilities

Ability to assign, review, plan and coordinate the work of other employees. Ability to provide instruction to other employees.

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