

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

<u>CLASSIFICATION TITLE:</u> Service Technician	<u>CLASS NUMBER:</u> 30203	<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> A7	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 7:00 AM to 4:00 PM	<u>SUPERVISOR (PCN):</u> Varies
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Service Technician classification is to perform routine and complex maintenance repair work in the county correctional facilities.

JOB DUTIES:

Perform routine and complex maintenance repair, replacement, and minor installation of kitchen and laundry equipment (e.g., replace and repair bulbs, lighting fixtures, electrical ballasts, electrical switches, outlets, garbage disposals, dryers, dishwashers, washers, steam tables, toasters, ovens, milk coolers, freezers, deep fryers, sanitary plumbing fixtures, correctional door locks, etc.). Replace, repair and unclog plumbing equipment. Service restroom equipment faucets, urinals, toilets and showers. Schedule and perform preventative maintenance and repair on tools and equipment. Assist in clean up necessary due to repairs or replacements. Operate a truck with snow plow and salt spreader for driveways, roadways, and parking lots and perform snow and ice removal on sidewalks during bad weather. 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 corrections foreman 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 procedure. Skill in skilled trade; equipment operation. Ability to apply principles to solve practical, everyday problems; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; recognize safety warnings; work alone on most tasks; cooperate with coworkers on group projects; demonstrate physical fitness; demonstrate strength to move objects from one location to another; demonstrate dexterity and skillful use of hands.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED, with two (2) years experience in building maintenance function; or any equivalent combination of training and experience.

Additional Requirements

No special license or 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