

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency:	County Commissioners	Unit:	Facility Maintenance
Name:		Position Title:	
Class Title:	Service Technician	Class Number:	61122
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Dept./Div.:	Building Maintenance	Civil Service Status:	Classified
Reports To:	Facility Management Director	Employment Status:	Full-time
Pay:	Resolution	FLSA Status:	Non-exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education, plus three years of experience in building maintenance and repair, plumbing, carpentry, automotive maintenance or equivalent combination.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio vehicle operator's license with an acceptable driving record.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Light/Medium truck, tractor, lawn mower, snow removal equipment, trimmers, hand tools, power tools, and other equipment after repairing.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: For purposes of ORC 4167.

Occasional - Exposure to severe weather; exposure to construction hazards; exposure to dust; exposure to fumes; exposure to electrical hazards; works 2nd shift - 3rd shift, weekends or other off hours.

Periodic - Required to be on call.

Frequent - Travels to and gains access to work site.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Print Name)

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Agency:	County Commissioners	Unit:	Facility Maintenance
Name:		Position Title:	
Class Title:	Service Technician	Class Number:	61122
Supervisor's Title:	Facility Management Director	Number:	61123

Supervises: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

35% (1) Operates and maintains low pressure boilers (e.g., observes pressure, temperature of draft meters, adjusts controls to regulate water levels); maintains and inspects air conditioning equipment; maintains logs and records regarding boiler and air conditioning operations. Inspects HVAC and electrical systems to ascertain causes of malfunction, determines defects and makes minor repairs as necessary in all county buildings; installs or assists in the installation of new systems as required; performs preventative maintenance on HVAC equipment; maintenance, repair and service of boilers/heating units; install and repair light fixtures, light bulbs, ballast, switches and fuses; performs tests to set base line data on motors, fans, electrical controls and air conditioning units, maintenance and repair of voice communications, security and fire alarm systems; Informs Department heads of work status; ability to follow OSHA regulations and internal safety procedures; required to be "on call" as assigned. Maintains project records regarding the utilization of supplies; maintains record of work completed.

(1) **Knowledge of:** (a); (b); (c).
Ability to: (d); (e); (f); (g).

30% (2) Performs carpentry, plumbing, electrical repair, masonry, painting, plastering and other building maintenance tasks; Maintains and repairs door locks and hardware, cleans and repairs air conditioning filters; maintains and repairs housekeeping equipment, repairs and refinishes furniture; hangs drywall and paneling; performs minor welding; paints; transports equipment and supplies to work sites; performs semi-skilled and unskilled duties such as replaces light bulbs; picks up materials and supplies; secures building; locks doors and windows; sweeps and mops floors; cleans and maintains general orderliness of utility areas.

(2) **Knowledge of:** (c).
Skill in: (h); (i); (j); (k).
Ability to: (d); (e); (f); (g); (l); (m).

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30% (3) Operates vehicles and motorized equipment utilized in maintenance of facilities and grounds (e.g., trucks, tractors, snow plows, lawn mowers and rototillers, etc.). Performs automotive maintenance and minor repair functions, services automotive equipment with gasoline and oil; checks and fills other fluid levels; Performs Lube, Oil and Filter service; schedules and arranges vehicle repairs, performs preventive maintenance inspection and related servicing of light power equipment as scheduled. Rotates tires. Maintains and repairs snow removal equipment, mowers, and other small outdoor equipment, maintains vehicle records on computer program.

(3) **Knowledge of:** (c); (n); (o).
Ability to: (e); (f); (g); (l); (m).

OTHER DUTIES AND RESPONSIBILITIES:

5% (5) Delivers stock to various locations within facility; empties trash receptacles. Applies weed killer around radio tower sites and other areas as needed. Performs other duties as assigned

(5) **Knowledge of:** (c); (p).
Ability to: (d); (f).

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) low pressure boiler operation; (b) air conditioning operation and repair; (c) safety practices and procedures; (d) grounds maintenance; (e) lawn care and snow removal; (f) automotive maintenance and repair;

Skill in: (g) carpentry; (h) plumbing; (i) painting; (j) building maintenance repair techniques; (k) automotive maintenance techniques.

Ability to: (d) interpret a variety of instructions in written, oral, picture or schedule form; (e) read, copy and record figures accurately; (f) understand manuals and verbal instructions technical in nature; (g) work independently on most tasks; (l) operate/utilize hand and power tools; (m) perform heavy manual labor; (r) maintain accurate records.

