

Job Title: Apprentice Technician

Department: Maintenance
Immediate Supervisor: Assistant Director Maintenance

BRIEF DESCRIPTION OF THE JOB: Assists in the repair and upkeep of County buildings and facilities including HVAC, electrical systems and structural systems.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time Physical Strength Code

1) Assists with the maintenance of HVAC systems by performing engineering and diagnostics, installing and/or removing systems from new or remodeled facilities, performing repair and preventive maintenance on existing systems and remaining on emergency after hours call.	20%	H
2) Performs other duties by delivering, storing and/or destroying County documents, maintaining electronic voting machines, assisting with furniture auctions, maintaining kitchen and laundry equipment and assisting with vehicle registration.	20%	H
3) Assists with the maintenance of electrical systems by performing engineering diagnostics, installing and/or removing systems from new or remodeled facilities, performing repair and preventive maintenance on existing systems and remaining on emergency after hours call.	15%	H
4) Assists with the maintenance of elevators by performing diagnostics, performing repair and preventive maintenance on elevators and remaining on emergency after hours call.	15%	H
<p><i>Physical Strength Column:</i> <i>S - Sedentary</i> <i>L - Light</i> <i>M - Medium</i> <i>H - Heavy</i> <i>VH - Very Heavy</i></p>		

ESSENTIAL FUNCTIONS: (continued)

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage
of Time

Physical
Strength
Code

5) Assists with the maintenance of plumbing systems by performing engineering and diagnostics, installing and/or removing systems from new or remodeled facilities, performing repair and preventive maintenance on existing systems and remaining on emergency after hours call.	15%	H
6) Assists with the maintenance of structural systems by performing engineering and diagnostics, installing and/or removing structural systems from new or remodeled facilities, performing repairing and preventive maintenance on existing systems and remaining on emergency after hours call.	15%	H
<p><u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</p>		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary _____ Light _____ Medium X Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	F	Making repairs on systems
Sitting	F	Meetings, driving
Walking	F	Around facilities
Lifting	F	Parts, materials, supplies, tools, equipment
Carrying	F	Parts, materials, supplies, tools, equipment
Pulling	O	Wire, cable, material cart, dolly, components, furniture
Pushing	O	Material cart, dolly, components, furniture
Using Fine Dexterity	O	Wiring, replacing components on circuit boards and thermostats
Reaching	F	For tools, parts, components, equipment
Kneeling	F	Making repairs on equipment
Crawling	O	In confined spaces, attic and crawl space
Twisting	O	Reaching components, parts, tools
Climbing	F	Ladders, units
Balancing	F	On ladders and units, roofs
Seeing	C	Observing equipment, driving
Hearing	C	Communicating with personnel, listening to equipment
Talking	F	Communicating with personnel
Using Foot Controls	R	Driving

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Machines, Tools, Equipment and Work Aids:

Gauges, freon recovery machines, hand tools, saws, drills, come along, chains, ropes, vacuum pump, dolly, skids, hammers, welders, cutting torch, grinder, ladder, scaffolds, pipe snakes, truck, hoists, meters, diagnostic computer systems, power tools, plasma cutter, drill press, wire puller, skid runner, tractor, vehicle, blue prints

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	D	Extreme Temperatures	D	Noise and Vibration	D
Fumes and Odors	W	Wetness/Humidity	W	Darkness or Poor Lighting	W

HEALTH AND SAFETY					
Mechanical Hazards	W	Chemical Hazards	W	Electrical Hazards	D
Fire Hazards	W	Explosives	M	Communicable Diseases	W
Physical Danger or Abuse	W	Other (specify)			

PRIMARY WORK LOCATION					
Office Environment	X	Warehouse	X	Shop	X
Vehicle	X	Outdoors	X	Other: Detention Facilities	

Protective Equipment Required:

Safety glasses, gloves, shoes, hard hat, rubber boots, rain coat, respirator mask, safety harness, ear plugs

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	C	Emergency Situations	F
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	C	Noisy/Distracting Environment	C

JOB REQUIREMENTS

Formal Education:

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

Experience:

Under and including one year experience is required.

Certifications and Other Requirements:

EPA Refrigeration Certification-Type I or Type II
Valid Texas Class C Driver's License

Supervisory:

N/A

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.