



**Franklin County Children Services  
POSITION DESCRIPTION**

**Classification Title:** Air Quality Technician 2

**Working Title:** Air Quality Technician 2

**Division/Department:** Finance & Administration – Maintenance & Facilities

**Job Status:** Full-Time, 40 Hours

**FLSA Status:** Non-Exempt

**PCN:** 734122

**Pay Range:** 16 Bargaining

**Probationary Period:** 120 Days

**Classification #:** 52292

**Revision Date:** 10/2021

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**OBJECTIVE/PURPOSE**

Employee is under supervision of Building Maintenance Supervisor; installs, repairs, inspects and maintains air conditioning, refrigeration and heating systems; liaison between agency and contract staff by providing work direction for emergency services which may include scheduling and monitoring of on-site repairs.

The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. The employee is committed to practicing cultural competence by working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the Agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- 55% Inspects and repairs air conditioning, refrigeration and heating equipment and systems, including the use of building automation system to monitor and adjust equipment. Performs scheduled maintenance such as clearing or changing filters, lubricating motors and pumps, tightening belts, and air quality tests. Utilizes diagnostic equipment to assess equipment function. Advises Building Maintenance Supervisor of assessed need for major repairs by outside contractors, makes contacts to schedule repairs, liaison with on-site repair personnel and ensures repairs transpire.

- 20% Repairs other equipment such as refrigerators, ice machine, washers, dryers, dishwashers, pneumatic consuls, stem traps, pressure regulators, steam separators, pumps, fans and motors.
- 10% Performs plumbing repairs to faucets, sinks, toilets, and drinking fountains and unclogs drains.
- 10% Plans and schedules work priorities; maintains records of work performed, both written and computerized

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- 5% Performs other related duties as assigned.\*

**\*Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.**

**\*Position subject to emergency call-in outside normal working hours.**

**SUPERVISORY RESPONSIBILITIES**

**No**

**QUALIFICATIONS**

**Minimum Qualifications:** Ability to add, subtract, multiply and divide whole numbers and to read & write common vocabulary, basic computer skills, plus 6 mos. exp. as Air Quality Technician 1 or 18mos. training and/or exp. in heating & air conditioning technology under supervision of journeyman trade worker; or equivalent.

**Preferred:** High school graduate; HVAC, refrigeration, electrical, welding training/certification; 2 years prior working exp. Must have current valid Ohio driver's license.

**PHYSICAL DEMANDS:** Excellent health; able to lift and carry heavy objects within reason and limits of safety; must be able to climb ladders.

**Signature of Agency Representative:**

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**Charles Spinning  
Executive Director**

**Date**