**Arkansas Military Department**

# Functional Job Description

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| Division/Office | Chappel Amory Office  | **Name:**  | John Military  |
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| **Position Number** | 12345 | Class Code | S051C | **Grade** | GS01 |
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| **OPM Job Title** | Institutional Service Assistant  |
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| **Functional Title** | Maintenance Technian  |
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| **Agency Number (4 digits)** | 0975 | **Cost Center (6 digits)** |       | **Internal Order Number**  | N/A |
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| **Minimum Qualifications (from OPM Job Specification): Directions: Please refer to** [**http://www.arkansas.gov/dfa/personnel\_mgmt/opm\_classcodes.html**](http://www.arkansas.gov/dfa/personnel_mgmt/opm_classcodes.html) **to obtain the Minimum Qualifications to list in this section below. You must not make any edits or changes from what OPM has listed.**  |

The formal education equivalent of a high school diploma; plus two years of specialized training in electronics or a related field; plus two years of experience in electronics. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

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| **Job Summary Directions: Please refer to** [**http://www.arkansas.gov/dfa/personnel\_mgmt/opm\_classcodes.html**](http://www.arkansas.gov/dfa/personnel_mgmt/opm_classcodes.html) **to obtain the Job Summary to list in this section below. You must not make any edits or changes from what OPM has listed.** |
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Receives request for equipment that needs repair due to malfunctioning. Checks the operation of equipment to determine if it is a mechanical or electrical problem. Operates test equipment to determine part capacity, such as meters, oscilloscope, and power tools. Determines malfunctioning parts, and adjusts, replaces, and repairs components to correct problem. Monitors equipment for proper functioning and maintenance. Performs fabrication work as required and uses mechanical and/or electrical instruments and tools to construct needed parts. Repairs computer equipment, control system panels, and audio/visual and communications equipment. Installs new electronic/mechanical or communications systems. Designs tests and monitor equipment power supplies, amps, switches, and interfaces. Performs other duties as assigned.

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| **Job Duties & Responsibilities** **Directions: To complete this section below the hiring official/supervisor will list all functional job duties that are required by the employee to perform their job duties. Please note that these duties may differ from what OPM has stated above in the Job Summary depending on the position in the agency or unit.**  |
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This position is responsible for the following:

* Maintaining his Time in the EASE System Accurately
* Resposible for signing all Leave Request and obtaining all leave approvals with his/her supervisor before leave can be taken.
* Responsible for working the assigned shift only unless discussed with his/her supervisor and has been approved.
* Responsible for maintaining the cleaning scheduled outlined by the supervisor unless other duties are assigned that replaces the regular assigned scheduled duties.

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| **Knowledge, Abilities & Skills (KAS): Please refer to** [**http://www.arkansas.gov/dfa/personnel\_mgmt/opm\_classcodes.html**](http://www.arkansas.gov/dfa/personnel_mgmt/opm_classcodes.html) **to obtain the (KAS) to list in this section below. You must not make any edits or changes from what OPM has listed on their Job Specifications.**  |

Knowledge of basic cleaning techniques. Knowledge of cleaning equipment operation and maintenance. Ability to follow instructions and perform repetitive manual work. Ability to use cleansers and other agents to clean floors and furniture. Ability to use housekeeping cleaning supplies and equipment. Ability to work independently without close supervision. Ability to follow oral and/or written instructions. Ability to perform multiple tasks and to prioritize assignments. Ability to perform repetitive manual work. Ability to do required lifting (up to 50 lbs.).

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| **Special Requirement (Preferred Skills/License/Experience/Travel, Shift Work, etc.)** |

Light Travel may be required.

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| Supervisor’s Signature |  | **Date** |  | **Employee’s Signature** |  | **Date** |
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**This is a Functional Job Description, in no way is it intended to take the place of the OPM Job Specification.**

1. **Division/Office – indicate the Division or Office with AMD**
2. **County – indicate the county the position is assigned.**
3. **Position Number \***
4. **Class Code \***
5. **Grade \***
6. **OPM Job Title \***
7. **Functional Title – working job title**
8. **MQs (from State Job Specification) – OPM established & approved MQs as stated on the OPM job specification for a particular class code.**
9. **Job Summary – short paragraph of overall job duties.**
10. **Job Duties & Responsibilities – specific functions performed.**
11. **KAS – should be determined using the OPM Job Specification as a foundation and adding new KASs that are applicable to the job and deleting those which are not applicable to the job. The order of the KASs may be mixed according to the weights of the position specific tasks to which they relate, i.e. questions relating to abilities and skills may be asked before questions relating to knowledge. The job assessment worksheet, will be used to record the KASs and must be used in the order submitted on the functional job description.**
12. **Special Requirements – list any preferred skills/license/experiences for this job.**
13. **Rating Supervisor and Employee Signatures – signed and submitted to Directorate of State Resources Office within 30 days hire date. Original retained in the employees file.**

\* Can be found on OPM Class Code Book or information can be obtained from the OPM website.