

# ELECTIONS OPERATIONS TECHNICIAN

Job Code	Pay Grade
09110	CL7

## Nature of Work

This is skilled technical and lead work in the maintenance and repair of election equipment and related machinery. An employee in this class performs preventive maintenance, repair and transport of election, computer and other equipment. Duties may include some clerical and limited typing duties. Employees in this classification exercise technical independence in work performance.

## Minimum Qualification Requirements

- 3 years experience in general equipment maintenance or repair that includes 1 year performing tasks maintaining electronic or electrical equipment, or a similar duties with background that evidences basic typing and clerical abilities; or
- Associate's degree in information technology, finance, accounting, business, or general education that includes some basic computer courses and training plus 1 year experience repairing electronic or electrical equipment or similar duties with background that evidences basic typing and clerical abilities; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Performs preventive maintenance and repair of specialized elections and other equipment.
- Assists in assembly of election equipment and supplies.
- Verifies accuracy of both incoming and outgoing supply shipments.
- Assists in sorting election equipment and Precinct Clerk's supplies for pickup.
- Operates Gang Mark Punch Press, air compressor and crimper, Votomatic and Precinct Ballot Counter.
- Constructs various needed items such as precinct signs and temporary wheelchair ramps; maintains and repairs voting equipment and storage facilities.
- Packages election equipment and supplies for transport to the polls; maintains warehouse inventory of supplies, furnishings and polling place equipment.
- Operates county vehicles and rental trucks to deliver supplies to branch offices and polling places.
- Shreds and disposes of ballots, precinct registers and other designated materials.
- May perform Elections Clerk' duties when needed, and supervise the work of casual labor employees during peak activity periods.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of mechanical and electrical equipment maintenance.
- Knowledge of maintenance and warehouse practices and machinery safety precautions.
- Knowledge of office practices and procedures, skill to operate a variety of office equipment.
- Skill in the use of hand and power tools, spray painting and other allied equipment.
- Ability to understand manufacturer's specifications and equipment operating manuals.

## **ELECTIONS OPERATIONS TECHNICIAN (continued)**

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- Ability to locate addresses within Pinellas County, use a street map to route equipment deliveries and make service calls.
- Ability to learn to safely operate a forklift truck.
- Ability to supervise assigned personnel; establish and maintain effective working relationships with superiors and employees.

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<b>Revised</b>	<b>EEOC Code</b>	<b>Overtime Code</b>
11/15	Para-Professionals	Classified