

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

<p>No. Each Task and Indicate Percent of Time</p>		<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
<p>1.25%</p>	<p>E</p>	<p>Primary responsibility for these tasks in service centers: Overland Park Back Up responsibility for these tasks as needed in Service Centers: Kansas City, Lawrence, Atchison and Leavenworth</p> <p>Modular Office Furniture Duties: Position is responsible for set up, assembly, inventory and modification of modular office furniture for assigned offices. May review sketches requesting work area configuration and will assemble, erect and alter modular office furniture. This will require training on the installation and use of modular office components. Use of the appropriate tools and materials will be needed to accomplish these tasks. Manufacturers procedures related to safety and design will be followed so that structural integrity of modulate furniture is maintained.</p>
<p>2.20%</p>	<p>E</p>	<p>State Car Maintenance: Schedules the fleet of state vehicles for regular maintenance, repairs, body work estimates and repairs, as needed and in compliance with established guidelines. Submits documentation related to these expenses per procedure to allow for timely payment. Responsible for regular preventative maintenance checks diagnosing problems on state vehicles in order to minimize require costs and maximize safety of these vehicles. Cleans the vehicles on a regular basis and performs emergency service as needed. Responsible for gathering car logs, repair and gasoline purchase information monthly and providing these documents to our accountant timely per our established procedures. Provide complete information to Facilities Manager to comply with agency requirement for monthly reporting including: Preventative Maintenance Checklist and Mileage and Service Record Spreadsheet.</p>
<p>3.20%</p>	<p>E</p>	<p>Building Maintenance: Position provides general maintenance and minor repair of agency property and equipment for three service centers in the region. Responsible for performing building maintenance tasks such as: replacing bulbs, minor plumbing tasks, lock and door repair using appropriate tools and materials in order that the building remains a safe and pleasant working environment. Provides repairs with the use of specific tools, equipment and material associated with a variety of issues within the facility that may involve the safety and other building systems. Will request building maintenance as needed from the landlord, keeping accurate up to date records of heating/cooling and roof leakage. Monitors repairs (plumbing and HVAC), keeping accurate up to date records. When necessary obtains estimates of labor and materials required to complete assigned projects.</p> <p>When necessary contact vendor to coordinate service during inclement weather events. Ensure visitor and staff safety related to inclement weather by monitoring snow removal and or ice treatment by vendor. When necessary perform snow shoveling / removal and apply ice melt to assure safe egress and ingress for all visitors and staff. Remove ice and snow from state vehicles and prepare vehicles for staff use. Promptly notify Facilities manager of any vendor performance concerns related to snow removal. Notify facilities manager of any safety concerns.</p>
<p>4.20%</p>	<p>E</p>	<p>Supply Responsibility: This position is responsible for maintaining supplies in the assigned service centers including: inventory, submitting requests for purchases via the ticket system, shipment receiving (checking deliveries against packing slips and updating ticket with appropriate packing slip), and stocking for all items in the KC Region Standard Supply List. Inventory is completed based on the regional stock plan and documented in the monthly inventory order confirmation report. Maintains supply area in a neat and orderly manner. Arranges / shops for local and state contract purchase of minor equipment, and supplies. Purchases must be authorized by supervisor.</p>
<p>5.15%</p>	<p>E</p>	<p>General & Safety / Security: Monitors and replies to the KCM Ticket System responding to staff requests as they are received. Assists operations in all regional offices as needed, including transportation of agency equipment between offices and equipment repairs and or maintenance work. Assists with physical inventory and completes proper paper work when transferring equipment between offices. Informs facility manager of building issues that affect safety, schedules, or building availability. Follows guidelines to ensure building safety including monitoring and checking fire extinguishers, ensuring building exits are secured and doors are working properly. Other duties as assigned.</p>

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- Plans, staffs, evaluates, and directs work of employees of a work unit.
- Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
Does not supervise.		

23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to maintain vehicles properly could result in vehicle malfunctioning damaging the vehicle and injuring staff.

Failure to operate equipment and vehicles in a safe manner could result in injury to self or others.

Failure to lift heavy items properly could result in injury to self

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with other employees, vendors, contractors, trades persons, other state agencies, landlords, etc.

Serves as agency contact for facility services and repairs.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal every day hazards or discomforts typical of offices.

Periodic stress.

Work environment involves outdoor work in disagreeable weather conditions.

Equipment may pose a danger to those in contact with it.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily: Personal Computer, Telephone, Hand Tools

As needed: Motor Vehicle, Power Tools, Copy Machine, Printer, Scanner, Fax, calculator

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

High School Diploma or GED

Education or Training - special or professional

**Six months of experience in a building trades or mechanical building trade.
Education may be substituted for experience as determined relevant by the agency.**

Licenses, certificates and registrations

Valid Kansas or Missouri Driver's License.

Special knowledge, skills and abilities

**Knowledge & skills for basic vehicle maintenance
Knowledge & skills for basic facility maintenance
Knowledge & skills for supply inventory, stocking and shipment receiving.
Ability to use personal computer including basic keyboarding skills.**

Experience - length in years and kind

**Six months of experience in a building trades or mechanical building trade.
Education may be substituted for experience as determined relevant by the agency.**

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

Must be able to repeatedly lift objects weighing up to 50 pounds on a daily basis.

Must be able to legally operate a motor vehicle

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date