

RUTHERFORD COUNTY, TENNESSEE CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: MACHINE TECHNICIAN (PART TIME)

PURPOSE OF CLASSIFICATION

The purpose of this classification is to help program voting machines and ensure the machines are working properly. This includes testing the voter machines and assessing problems. This is a seasonal position which only occurs during the Election year. Reports directly to Technical Support.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Ensures Microvote voting machines are in working order. Tests the machines once they are programmed to verify they are working properly by reading the ballot on each screen. Records that the machine is in working order and reports back to the Technical Support.

Monitors the function of Microvote machines. Uses appropriate methods and tools to repair all problems with the voting machines. Replaces machine parts as necessary.

Assists Technical Support in programming the voting machines.

Verifies the correct machines are in each precinct. Confirms the programmed seal number on the machine as correct for each precinct. Reports status to Technical Support.

Travels to different precincts on Election Day to troubleshoot problems with the voting machines.

Starts the voting machines at the beginning of each day. Closes out the voting machines at the end of each day.

Acts as a runner to deliver supplies to and from the various precincts.

Loads the voting machines and other supplies into the cars at the beginning and end of each day.

ADDITIONAL FUNCTIONS

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

This position requires a high school diploma; supplemented by vocational/technical training in machine testing/ part replacement/ machine operator training. Must maintain a valid TN driver's license. Special assignments may require a background check and fingerprinting.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: program voting machines, ensure working order of voting machine,

Surface: carpet, pavement, vinyl floors

Estimated Total Hours: 14 **Maximum Continuous Time:** 2/4 +/-

2. LIFTING/CARRYING

Objects: voting equipment and props, voting machines, computer equipment, boxes, voting records

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs		X	X		
26-50 lbs		X	X		
51-75 lbs		X	X		
76-100 lbs				X	
>100 lbs					X

3. PUSHING/PULLING

Objects: 4 wheel dolly, voting storage tables, elections storage tubs
Height of hands above floor during push: 2-3 feet

4. CLIMBING

Tasks: storage of voting supplies at the warehouse
Device: portable ladder
Height: 10 feet
Frequency: as needed

5. BENDING/SQUATTING/KNEELING

Tasks: file, storage
Frequency: daily

6. REACHING

Tasks: loading equipment into cars
Hands Used: RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	ALL	Daily		
21-36"	ALL	daily		

7. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>95</u> % of time
Outside	<u>5</u> % of time

8. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

9. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Microvote voting machine, 4 wheel dolly, voting equipment storage tables, storage tubs

10. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Intermittently
Grasp	X		Intermittently
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Intermittently

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date