

**TVTC DECATUR BRANCH
OCCUPATIONAL SERVICES MULTI-ROLE TECHNICIAN**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Pay Scale \$16.00 to \$20.00 per hour. TVTC Hourly Position Level 4

DEFINITION

Individuals in this job series are trained in many facets of the TVTC occupational services department.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from Director of Occupational Services and daily work assignments from the same.

ESSENTIAL FUNCTION STATEMENTS – *Essential duties may include, but are not limited to, the following:*

Essential Functions:

1. Assist with the TVTC's Occupational Services to include participating in the completion of off-site training related to Reasonable Suspicion, DOT Drug and Alcohol, and Drager Fit Testing, Audiograms and PFT's.
2. Prepares and ships specimen tests requiring further testing and MRO review for hair, urine, and oral drug screens. Notifies client and employer DERs of MRO review results.
3. Administers breathalyzer testing of clients utilizing current equipment and methodology. Performed to current DOT/Customer requirements.
4. Analyzes breathalyzer results and reports to client and employer results of testing.
5. Performs quantitative fit testing of various types and brands of full and half-face respirators.
6. Completes documentation of fit test results and maintains records for (1) year.
7. Observe and collect urine, saliva, and hair samples submitted by clients
8. Prepares reports, forms, and documents as directed or necessary.
9. Ability to set up, operate, and troubleshoot equipment related to drug screens, fit tests, PFTs, and audiometric testing.
10. Provide administrative support for Occupational Services in the accurate completion of training records, certificates and other required documentation.
11. Ensure the off-site computer resources are fully loaded with the needed and current training programs related to Occupational Services.
12. Ability to setup, operate and trouble shoot audio/visual equipment.
13. Secure and keep all equipment backed up, organized, calibrated, and well-maintained.
14. Prepares or assists in the preparation of off-site training materials and documentation.
15. Assist the Director of Occupational Services with the implementation, revision and marketing of programs related to Occupational Services.
16. Overnight travel will be an essential part of this position. Extensive travel by car or plane is possible.
17. Administer classroom-based training, practical exercises, field/classroom activities in a manner to insure adult learning.
18. Frequently interact with clients to assure that their needs are being met.
19. Maintains inventory and assists in ordering test supplies.
20. Other duties as assigned.

QUALIFICATIONS

Knowledge:

Basic office procedures, methods and computer applications. Principles and procedures of filing, accounting and data entry. English usage, spelling, grammar and punctuation. Basic arithmetic. Basic drug screening procedures. Adult learning techniques.

Abilities/Minimum Qualifications

Have excellent observational and interpersonal skills. Must be detailed oriented, organized and handle detailed paperwork. Maintain the utmost confidentiality of company and client information. Learn to correctly interpret and apply company policies and procedures. Perform general clerical work including maintaining files and compiling information for reports. Type and enter data into the computer at a speed necessary for successful job performance. Operate standard office machines including a computer. Have the ability to learn new software systems and apply them proficiently. Maintain a valid Driver License with Star ID as a minimum and a KTN number is preferred.

Understand and follow oral and written instructions. Communicate clearly and concisely, both orally and in writing. Establish and maintain cooperative working relationships with those contacted in the course of work. Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- *Sitting for extended periods of time*
- *Operating assigned equipment*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Proficient in the Microsoft Office suite of products. (PowerPoint)

Course Development

General administrative experience, use of basic office equipment.

Proven experience in customer service and public contact.

Prior Experience/Training in Drug Related field, such as but not limited to: DOT and Non-DOT Drug Screen Collection, Observations, Breath Alcohol Training, Reasonable Suspicion Training, Fit Testing, Pulmonary Function Tests and Audiometric Tests.

Training:

Basic Orientation Plus
Orientation of current TVTC registration and client processing system.
Orientation to TVTC customer database and accounting systems.
Trained in DOT urine, saliva, and hair test collections and train the trainer.
Trained in DOT breathalyzer testing and calibrations
Trained in Fit Tests and Pulmonary Function Tests
Trained in Audiometric Test

Full Performance Level for This Position

Occupational Services Multi-Role Technician

WORKING CONDITIONS

Environmental Conditions:

Office environment; works with computers. Field work and travel will be required.

Physical Conditions:

Essential functions require maintaining physical condition necessary for sitting and/or standing for prolonged periods of time.
Capable of lifting/maneuvering at least 50 pounds.

Employee Understanding

I have read and understand the written description of the aforementioned job requirements and essential job duties I have been hired to perform.

I understand that they are not all inclusive and I may be required at times to perform other duties in the organization as the need(s) may arise.

I understand that I may be required to perform these job functions at the TVTC site or at a customer location.

I understand that my job duties may require me to work overtime or to occasionally travel, to include overnight stays on rare occasions.

Employee Signature _____

Employee Name Printed _____

Date _____

HR/Management Signature _____

Date _____