COMMONWEALTH OF KENTUCKY
JOB CLASS SPECIFICATION

ADAPTIVE EQUIPMENT TECHNICIAN

Job Number: 20000403

Job Code: 10100V160216

Job Group: 1000 - SEMI-SKILLED & MAINTENANCE TRADES

Job Established: 02/01/1991

Job Revised: 02/16/2016

Grade: 09	Salary (MIN - MID):	**Special Entrance Rate:**
	$11.224-$14.869 - Hourly	**NONE**
	$1,823.90-$2,416.22 - 37.5 Hr. Monthly Salary	**NONE**
	$1,945.50-$2,577.30 - 40 Hr. Monthly Salary	**NONE**

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: http://www.lrc.ky.gov/kar/101/001/325.htm.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs semi-skilled and skilled adaptive equipment work for the intellectual and developmentally disabled; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have two years of upholstery experience or experience in constructing or utilizing adaptive equipment.

Substitute EDUCATION for EXPERIENCE:

Vocational or technical training in upholstery or related field will substitute for the experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.)**:**

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Consults with occupational or physical therapists or other health professionals to determine the special needs of residents. Measures and cuts foam into incline wedges, drop off wedges, head supports, leg supports and rectangular blocks. Makes foam and Naugahyde pads to use sidelyers and wedges made from wood. Covers all parts of adaptive wheelchairs and lapboards. Designs arm bands, cloth helmets, tube feeding bands and cuts all size positioning blocks. Makes covers for vehicle seats, laundry carts and cages, bedrail covers, book bags and bumper pads for beds. Repairs privacy screens and hems curtains. Maintains inventory of supplies and contacts vendors for prices. Maintains a daily log of completed jobs, record of work orders received and purchase orders. Employees in this position use a sewing machine, electric knife, staple gun, utility knife and glue. Adjusts sewing machines.

UNIQUE PHYSICAL REQUIREMENTS:

Work requires regular lifting of blocks of foam and rolls of naugahyde and other materials.

TYPICAL WORKING CONDITIONS: ***Incumbents in the job will typically perform their job duties under these conditions.***

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.