

## OFFICE MACHINE TECHNICIAN

### DEFINITION

Under direction, perform skilled work in the repair, maintenance and servicing of a variety of office machines and equipment; assist other maintenance personnel by performing semiskilled and skilled duties in other maintenance trade areas; and do other related work as required.

### ESSENTIAL FUNCTIONS

Perform skilled maintenance, repair and service of office equipment including electrostatic copiers, calculators, electronic typewriters, fluid duplicators, Thermofaxes, laminators, and other similar machines and equipment; utilize a variety of hand and power tools in performing assigned duties, including hand power tools, micrometers, and soldering equipment; perform regular servicing work within schools, district offices and other facilities in carrying out a comprehensive preventative maintenance program; operate machines to test for malfunctions, and perform needed adjustments; disassemble machines and examine parts; repair, adjust, and replace parts; clean and oil moving parts; requisition, order and maintain an appropriate inventory of repair parts, materials and shop supplies; make emergency repair calls as necessary; maintain a variety of records and files; organize, and lay out work schedules and assigned activities; establish time and material costs and make recommendations as to the feasibility of the repair of specific office machines and equipment; assist in orientation and in-service training programs regarding the operation and care of office machines and equipment; coordinate the work of others; drive a service vehicle to and from work sites.

### EMPLOYMENT STANDARDS

#### KNOWLEDGE AND ABILITIES

##### Knowledge of:

Methods, procedures, techniques, materials, and equipment utilized in the repair, maintenance, and servicing of a variety of office machines and equipment;

Technical and complex test equipment utilized in the repair and maintenance of office machines and equipment;

Appropriate District policies and regulations pertaining to the inspection, repair, maintenance, and servicing of a variety of office machines and equipment;

Safe working methods and procedures.

##### Ability to:

Effectively and efficiently repair, maintain, rebuild, and service a variety of office machines and equipment;

Utilize special measuring and other testing devices to determine defects, wear, and malfunctions of office machines and equipment;

Accurately estimate time and material costs;

Work with printed circuit boards and diagrams;

Maintain simple records and prepare complete and concise reports;

Understand and carry out oral and written directions;

Establish and maintain an effective working relationship with those contacted in the course of work;

Relate effectively with racially and ethnically diverse staff, students, and community.

#### EDUCATION AND EXPERIENCE

##### Education:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework or training in the maintenance, repair, servicing, and rebuilding of office machines and equipment.

Experience:

Two years of journeyman level experience in the repair, maintenance, servicing, and rebuilding of office machines and equipment.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid and appropriate California driver's license; have an acceptable driving record; qualify for insurability by the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Average work lifting, carrying, pushing and/or pulling up to approximately 75 pounds; with frequent lifting and/or carrying of objects weighing up to 50 pounds. Physical dexterity in limbs and digits to operate hand and power driven tools and equipment used in the office machine repair trade.

Pre-employment Physical: Class II