

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Field System Engineer
Pay Table: Support
Pay Grade: 12
FLSA Status:
Job Code: 452
Reports to: Manager, Computer Technology

JOB SUMMARY

Under the very general supervision of the Manager, Computer Technology, the Field System Engineer maintains and repairs digital duplicating equipment, printing systems and copy equipment throughout the district.

ESSENTIAL JOB FUNCTIONS

- Organizes, prioritizes and routes daily work load.
- Schedules and performs preventive maintenance on copier systems (electrostatic and digital duplicators); printing equipment (offset printing systems); and graphics equipment (process-darkroom cameras, plate makers, paper cutters, collators, stitchers/staplers, and paper folders).
- Maintains performance records on duplicating systems.
- Diagnoses and corrects machine error codes and faults. Troubleshoots, repairs and adjusts equipment.
- Programs electrostatic duplicating machines and reprograms equipment that has been affected by a failed circuit board or power surge.
- Maintains equipment software.
- Maintains computer record of jobs completed, parts used, and time spent on repairs and travel.
- Consults with schools and/or district on duplicating needs, new materials and updates.
- Instructs school personnel and student aides in the operation of duplicating equipment and in the proper use of chemical supply products.
- Organizes and maintains vehicle inventory of replacement parts.
- Ensures proper maintenance of tools, test equipment and district vehicle.
- Maintains current library of service manuals, parts books and other service literature and maintains a working knowledge of the contents.
- Informs supervisor of critical situations, involving excessive downtime or possible damage to district equipment.
- Travels to job locations.

MINIMUM REQUIREMENTS

- University Associate's degree, 2-year technical school program or equivalent education and/or experience.
- One (1) year of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Driver's license.
- Manufacturers' certification (including Konica, Mita, AB Dick, Sharp, Toshiba, Ricoh, IBM, Xerox, Risograph, and Standard--various models).

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough understanding of copy process.
- Knowledge of digital processing.
- Understanding of electromechanical devices.
- Understanding of the printing processes and pneumatic/hydraulic systems.
- Understanding of optical fundamentals.
- Ability to troubleshoot and repair duplicating equipment.
- Ability to repair, develop or install computer hardware or network systems.

PHYSICAL DEMANDS

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a relatively safe and secure work environment that may periodically have unpredicted requirements and demands.

The Davis School District has the right to revise this position description at any time.