

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: OFFICE MACHINE TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform skilled work in the repair and servicing of office machines and related equipment; prioritize and schedule work.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Maintain and repair typewriters, fax machines, laminating equipment, copiers and other office machines; make adjustments, rebuild, clean and test equipment and assure proper working condition.

Review work orders received through e-mail, phone messages and designated tracking system; prioritize and schedule work; respond to emergency calls as needed.

Conduct on-site inspections and communicate with requestor regarding issues, malfunctions or problems; test equipment and make repairs as needed; provide information to machine operators on proper operating procedures; download software updates to equipment as needed.

Determine need for repairs by outside organizations; issues work orders and send equipment to outside organizations as appropriate.

Operate and maintain a variety of specialized equipment, hand and power tools, including gauges, cutters, drills, digital tester, and electronic test equipment; drive a vehicle to conduct work.

Communicate with vendors regarding problems, parts, supplies, training and other related matters.

File, purge and scan files for the office as assigned; prepare student files for conversion to laserfiche; maintain mandated information such as transcripts, birth certificates, registration forms, health cards and others; input student records and assist with filing student cumulative files according to established procedures.

Make recommendations to the Supervisor regarding the purchase of repair parts and maintain appropriate stock levels; order parts and supplies and receive, inspect and verify orders; maintain related records.

Maintain maintenance records and prepare related reports; open and close work orders according to established procedures; maintain and update parts manuals as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, equipment and materials used in the maintenance and repair of office machines.
Principles of the construction and operations of office equipment.
Electrical and electronic theory, operation and practices.
Technical aspects of field of specialty.
Appropriate safety precautions and procedures.
Interpersonal skills using tact, patience and courtesy.
Record-keeping techniques.

ABILITY TO:

Perform skilled work in the maintenance and repair of District office machines and related equipment.
Inspect and test equipment and determine repair needs.
Operate a variety of testing tools and equipment.
Read, interpret and apply technical manuals and diagrams.
Communicate effectively both orally and in writing.
Maintain routine records.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Prioritize and schedule work.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent

Experience: Three years of experience in office machine repair work.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate hand tools and other assigned equipment.
Seeing to maintain and repair equipment.
Lifting and carrying heavy objects.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Sitting or standing for extended periods of time.