

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: OFFICE MACHINE TECHNICIAN

BASIC FUNCTION:

Under the direction of a Maintenance Supervisor, perform skilled work in the maintenance and repair of District office machines such as typewriters, duplicators, thermofax, calculators and other related equipment.

REPRESENTATIVE DUTIES:

Clean, adjust, repair and maintain a variety of school and office equipment and machines such as manual, electric and electronic typewriters, electric and manual duplicators, stencil-cutting machines, thermofax, time-stamping machines and calculators. **E**

Inspect and test equipment and machines to determine problems and defects; repair or replace parts and components as necessary; evaluate condition of equipment to determine replacement. **E**

Prepare and maintain routine records and reports related to repair activities as required. **E**

Communicate with vendors and suppliers to order parts and obtain information. **E**

Communicate with Principals, teachers and others concerning work and time lines. **E**

Operate a variety of tools and equipment including various meters, soldering irons, compressors, vacuums and drill press, electronic testing equipment and various hand tools. **E**

Perform preventive maintenance service; adjust, clean and lubricate equipment as needed.

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.

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 tools and equipment including various meters, soldering irons, compressors, vacuums and drill press, electronic testing equipment and various hand tools.

Read, interpret and apply technical manuals and diagrams.

Prepare time, material and cost estimates.

Communicate effectively both orally and in writing.

Maintain routine records.

Understand and follow oral and written directions.

Work cooperatively with others.

Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by specialized training in business machine repair and three years experience in the diagnostic maintenance, repair and troubleshooting of office equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment; subject to driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate tools, hearing and speaking to exchange information, reaching, bending at the waist, lifting, pushing, pulling, and moving objects weighing up to 75 pounds.