



PERSONNEL COMMISSION

Class Code: 0225
Salary Range: 29 (C2)

OFFICE MACHINE TECHNICIAN

JOB SUMMARY

Under general supervision, to maintain, adjust and repair a variety of complex office machines; and to perform related duties as required.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks routinely performed in this classification.

- Inspect and determine malfunctions of manual, electric, electro/mechanical and electronic office machines and equipment such as copiers, typewriters, mimeographs, calculators and printers; use hand and power tools to make repairs, adjustments or replace parts. *E*
- Disassemble machines and examine components such as gears, guides, rollers and pinions for wear and defects. *E*
- Use measuring instruments such as a volt meter and oscilloscope to test electrical or electronic components of machines. *E*
- Clean, oil and adjust parts. *E*
- Test moving parts and listen to sounds of machines after repairs are made. *E*
- Instruct users at sites on the proper operation and minor maintenance of office machines. *E*
- Requisition parts and materials as needed. *E*
- Keep records of time and materials used. *E*
- Operate a District vehicle. *E*
- May assist with electronic or telecommunications work at District sites such as pulling cable or replacing a telephone jack as assigned. *E*

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

An Office Machine Technician performs skilled work in identifying a malfunction or failure and making the repair or adjustment to manual, electric, electro/mechanical and electronic office machines and equipment. An incumbent performs the work at District sites and in the shop depending on the malfunction.

EMPLOYMENT STANDARDS

Knowledge of:

Proper methods, materials, equipment, tools and test instruments used in the maintenance, adjustment, and repair office machines and reprographic equipment.
Shop math applicable to office machine equipment repair.
Appropriate safety precautions and procedures.

Ability to:

Inspect all types of machines and determine the nature of adjustments and repairs required.
Use tools, equipment, and skill in making repairs.
Keep simple records, and prepare brief shop related reports.
Work independently and with others.
Work from plans and specifications.
Read and interpret technical instructions from manuals related to office machines.
Understand and carry out oral and written instructions.
Operate a vehicle observing legal and defensive driving practices.
Establish and maintain effective relationships with those contacted in the course of work.

Training:

Requires High School graduation or equivalent.
Completion of appropriate corporate sponsored or similar training programs relating to the repair and maintenance of suggested equipment.

Experience:

Two years of journey-level work repairing and servicing a variety of electro/mechanical and electronic office machines.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities, may be considered.

SPECIAL REQUIREMENTS

Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required.
An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.

WORKING ENVIRONMENT

Indoors in offices; maintenance shops; occasional dust and dirt.

PHYSICAL DEMANDS

Crawling under desks; hear and see well enough to locate cause of trouble in the operation of office machines; lifting and carrying up to 50 pounds.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.