

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV34802
Job Class Code:	570	Salary Schedule:	AREG
EEO Category:	03	Grade:	16
Workers Comp Code:	9015		

Job Code Established:	09/28/92	Effective Date:	
Job Code Revised:	09/28/92	Effective Date:	

JOB CODE SERIES: Equipment Maintenance and Repair Service

JOB CODE TITLE: OFFICE EQUIPMENT REPAIR TECHNICIAN

HRIS TITLE: OFFICE EQP REPAIR TECH

CHARACTERISTICS: Works under general to limited supervision of an Office Equipment Repair Program Manager. Has the authority to utilize parts, supplies, and materials needed to service and/or repair various small office machines; issue a "loaner" machine to replace the one being serviced/repared. Performs journey level work inspecting, servicing, and repairing a variety of small office machines. Work product consists of inspected, serviced, and repaired small office machines; currently maintained service/repair records of assigned small office machines. Responsible for determining source/cause of problem/malfunction in a variety of small office machines; determining techniques/ procedures and parts, materials, and/or supplies needed to correct the identified problem/malfunction; assisting with the training of new/inexperienced staff; servicing/cleaning assigned machines on a scheduled, periodic basis; completing service/repair in timely manner.

DUTIES: Inspects a variety of small office machines to identify service/repair needs. Performs routine preventive maintenance services, including cleaning, lubricating, and adjusting mechanisms, on a variety of small office machines. Diagnoses operational problems/malfunctions in a variety of small office machines. Determines parts, materials, and supplies needed to correct identified operational problems/malfunctions in a variety of small office machines. Repairs/reconditions a variety of small office machines. Inspects new small office machines prior to issue. Trains new/inexperienced staff in small office machine inspection, service, and repair techniques, procedures, and principles. Maintains records/prepares reports of work activity. Performs related work as required.

WORK CONDITIONS: Regular exposure to potentially dangerous noise levels and hazardous substances. Occasional travel is required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the principles, practices, and techniques for inspecting, servicing, and repairing a variety of small office machines; the tools, parts, materials, and supplies used in inspecting, servicing, and repairing a variety of small office machines; the problems/malfunctions typical of various makes/models of small office machines; the normal operation/function of a variety of small office machines; basic records maintenance/report preparation procedures for work activities.

Skill/Ability to: identifying problems/malfunctions in a variety of small office machines; utilizing schematic diagrams and manufacturer's manuals/handbooks in inspecting, servicing, and repairing small office machines; interacting with customers to establish and maintain effective working relationships; maintaining records and preparing reports regarding work activities.

SPECIAL SELECTION FACTORS: Must possess a valid Arizona driver's license at a level appropriate to the position/assignment. A medical/physical evaluation is required prior to appointment. Six months of experience as an Office Equipment Repair Technician; OR one year servicing and repairing small office machines; OR completion of an office machine repair training program from an approved technical/trades school and six months servicing and repairing small office machines. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.