

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV34803
Job Class Code:	010	Salary Schedule:	AREG
EEO Category:	03	Grade:	18
Workers Comp Code:	9015		

Job Code Established:	04/05/91	Effective Date:	
Job Code Revised:	04/05/91	Effective Date:	

JOB CODE SERIES: Equipment Maintenance and Repair Series

JOB CODE TITLE: OFFICE EQUIPMENT REPAIR PROGRAM SUPERVISOR

HRIS TITLE: OFFICE EQP REPAIR PRG SPV

CHARACTERISTICS OF THE CLASS: Works under general direction of an Administrative Services Officer or other administrative supervisor. Has the authority to develop/design contracts for office machine inspection, service, and repair; determine cost of service/repair for various small office machines; order tools, parts, materials, and supplies needed to inspect, service, and repair a variety of small office machines; plan, organize, and supervise a program for small office machine inspection, service, and repair; prioritize, schedule, assign, and evaluate the work of subordinate staff; issue "loaner" machines to replace machines being repaired. Plans, organizes, and supervises a program for inspecting, servicing, and repairing a wide variety of small office machines in various State agencies. Responsible for planning, organizing, and supervising a program for inspecting, servicing, and repairing small office machines; scheduling, prioritizing, assigning, and evaluating the work of subordinate staff; training new staff and periodically updating training of experienced staff; maintaining inventory of parts, materials, and supplies needed for office machine inspection, service, and repair activities. Work product consists of self-supporting office machine service/repair program; office machine serviced/repared in a timely manner; service/repair contracts and related documents developed/maintained; new staff trained.

EXAMPLES OF DUTIES: Plans, organizes, and implements a program for inspecting, servicing, and repairing a variety of small office machines. Prioritizes, assigns, and evaluates the work of subordinate staff. Determines cost of service/repair work for various small office machines. Purchases/orders tools, parts, materials, and supplies needed to inspect, service, and repair a variety of small office machines. Inspects, services, and repairs a variety of small office machines. Identifies operational problems, malfunctions in a variety of small office machines. Identifies operational problems/malfunctions in a variety of small office machines. Prepares purchase orders: examines and reviews various factors determining forms, prices, specifications, conditions and terms of purchase orders. Trains new and inexperienced staff members. Monitors inventory of tools, parts, materials, and supplies needed for small office machine inspection, service, and repair. Prepares contracts for small office machine inspection, service, and repair. Maintains records and prepares periodic reports of program activities. Inspects new equipment prior to issue. 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, procedures, 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 operational problems/malfunctions typical of various makes/models of small office machines; basic employee training principles and practices; the principles of supervision; the principles and practices of operating an office machine service/repair business; records

maintenance/report preparation procedures; State purchasing and general inventory control policies and procedures.

Skill/Ability to: planning and organizing a program for inspecting, servicing, and repairing small office machines; prioritizing, assigning, and evaluating the work of subordinate staff; training new and experienced staff; interacting with customers to establish and maintain effective working relationships; identifying problems/malfunctions in a variety of small office machines; interpreting/utilizing schematic diagrams and manufacturer's manuals/handbooks; inspecting, servicing, and repairing a variety of small office machines; maintaining records and preparing reports regarding program activities.

SPECIAL SELECTION FACTORS: Must possess a valid Arizona driver's license at a level appropriate to the position/assignment. Three years of experience servicing and repairing small office machines; OR Two years as an Office Equipment Repair Technician. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.