

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: OFFICE MACHINE TECHNICIAN**

### **BASIC FUNCTION:**

Under the direction of the Trades Supervisor, install, repair and maintain a variety of mechanical, electric and electronic equipment including automated business machines and office equipment.

### **REPRESENTATIVE DUTIES:**

Perform technical and complex repair and maintenance duties in the care of mechanical, electric and electronic equipment including office and classroom equipment and machines.

Inspect, repair and maintain a variety of office and classroom equipment and machines such as typewriters, calculators, adding machines, time clocks, duplicating equipment, cash registers and automated business machines.

Disassemble faulty equipment and determine source of malfunction; remove defective parts; install new parts as appropriate; verify proper operation.

Operate a variety of tools and equipment such as drills, wrenches, voltmeters and other testing equipment.

Perform preventive maintenance duties according to established procedures; replace parts; clean, lubricate, align and adjust unit.

Train District personnel and students in the proper operation and care of equipment and machines.

Prioritize and schedule work under the direction of the Trades Supervisor; assure the timely and efficient completion of assignments; respond to emergency requests for equipment repairs in office and classrooms.

Determine major repair needs according to established procedures.

Report irreparable or vandalized equipment to supervisor as required.

Work cooperatively with supervisor to provide current information on developments in the field of office equipment and machine repair; provide recommendations concerning the purchase of new equipment as requested.

Prepare and maintain files, logs, records and reports; maintain inventory of supplies and equipment and reorder according to established guidelines.

Observe and comply with appropriate federal, state and local electrical, health and safety codes.

Utilize appropriate safety precautions and procedures.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Mechanical, electronic and electrical practices.

Safety practices and precautions.

Design and operation of office and classroom equipment and machines.

Methods, equipment and materials used in the maintenance and repair of applicable mechanical and electronic equipment.

Proper methods of storing equipment, materials and supplies.

Technical aspects of field of specialty.

Record-keeping techniques.

Oral and written communication skills.

Applicable codes and regulations.

##### ABILITY TO:

Perform skilled work in the repair and maintenance of a wide variety of applicable mechanical and electronic equipment and machines.

Analyze and interpret equipment specifications.  
Operate measuring instruments and test equipment.  
Operate hand and power tools in a safe and correct manner.  
Maintain inventory of supplies and equipment.  
Understand and follow oral and written directions.  
Maintain records and prepare reports.  
Work cooperatively and effectively with others.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Plan and organize work.  
Communicate effectively with others  
Lift objects weighing up to 80 pounds using all safe and proper methods and/or equipment. Move object weighing over 80 pounds using all safe and proper methods and/or equipment.  
Complete assignments in an efficient and timely manner.

#### EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by specialized training in office equipment repair and journey level experience in the maintenance and repair of mechanical, electric and electronic office equipment.

#### LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

#### WORKING CONDITIONS:

Shop, office and classroom environment; subject to heavy lifting and fumes.