

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: BUSINESS MACHINES TECHNICIAN (Range 28)**

#### **BASIC FUNCTION:**

Under direction of an assigned supervisor, perform technical skilled-level work in the repair and servicing of office machines, marquees and related equipment. Train and provide assistance to end-users.

#### **REPRESENTATIVE DUTIES:**

Perform a variety of on-site machine repairs; maintain and repair electronic typewriters, duplicators, cash registers, collators, staplers, paper stackers, copiers, marquees and other office machines. *E*

Operate and maintain a variety of specialized equipment, hand and power tools, including gauges, service vacuums, soldering irons and electronic test equipment. *E*

Train and provide work assistance to end-users. *E*

Perform preventative maintenance on copiers, typewriters, marquees and other business machines according to established schedules. *E*

Maintain shop maintenance records; assist in repair parts stock inventories. *E*

Operate a motor vehicle to transport equipment for repair, discard and delivery. *E*

Set-up and configure District copiers with Network settings for scanning to email, computer or printing. *E*

Install and configure computers to print or scan to and from District copiers. *E*

Install and update software for all District electronic marquees. *E*

Production of District identification badges and maintenance of related equipment. *E*

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Operation and construction principles of business machines such as: typewriters, duplicators, cash registers, collators, staplers, paper stackers, adding machines, and marquees.

Fundamentals of electricity and basic electronics.

Methods, materials and tools utilized in the maintenance of various office machines.

**ABILITY TO:**

Perform a variety of on-site and/or shop-based business machine and marquee repairs; maintain and repair: electronic duplicators, cash registers, collators, staplers, paper stackers, electronic copiers, and other office machines.

Repair and overhaul a wide variety of manual and electronic office machines and marquees.

Follow oral and written directions.

Maintain records.

Perform skilled maintenance work.

Operate light and medium weight vehicles.

Establish and maintain effective relationships with others.

Effectively operate a computer/laptop and commonly used job-related software programs.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by course work in office machine maintenance and repair and two years experience in office machine repair work.

**LICENSES AND OTHER REQUIREMENTS:**

Possess and maintain a valid and appropriate California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.

Driving a vehicle to conduct work.

Working at heights

**PHYSICAL ABILITIES:**

Seeing to maintain and repair equipment.

Dexterity of hands, wrists and fingers to operate various equipment and tools.

Hearing and speaking to exchange information.

Lift, push, pull or carry heavy objects.

Bending at the waist.

Sitting or standing for extended periods of time.

Perform heavy manual labor.

Crawling, crouching, and kneeling to conduct work.

Climb ladders safely.

**HAZARDS:**

Fumes from toner chemicals.

Exposure to electrical power supply.

Working at heights.