

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MAINTENANCE AND OPERATIONS SPECIALIST – BUSINESS MACHINES (Range 31)

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a wide variety of highly skilled tasks related to business machine and marquee repair; evaluate work requests and distribute to assigned division staff; conduct inspections of work in progress and completed work to assure compliance with established guidelines and procedures; estimate time and material cost; schedule and assign work to assigned crews.

REPRESENTATIVE DUTIES:

Evaluate work requests and distribute to assigned division staff. *E*

Coordinate the work of Maintenance and Operations personnel in the business machine repair duties; conduct inspections of work in progress and completed work to assure compliance with established guidelines and procedures. *E*

Order and maintain inventory of equipment and supplies; conduct periodic physical inventory as assigned. *E*

Diagnose problems and arrange for repairs of business machine equipment, travel to District locations to conduct inspections and prepare estimates. *E*

Develop or assist in the development of work schedules; assign tasks to workers. *E*

Provide in-service training for assigned personnel; train assigned staff in the proper operation of related equipment and safety techniques as assigned. *E*

Prepare and file regular reports on the condition of assigned equipment. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The use and care of commonly used and specialized hand and power tools required in the installation, repair and maintenance of District business machine equipment.

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

Basic record-keeping techniques.

Basic understanding of network structure and software products.

Network problem isolation and troubleshooting.

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.

Follow oral and written directions.

Read and interpret blueprints and installation instructions.

Perform skilled maintenance work.

Present oral and written reports.

Develop projected needs for labor, parts and equipment based upon estimated workload.

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 and four years experience in office machine maintenance and repair work, including at least two years at a journeyman-level.

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.

PHYSICAL ABILITIES:

Seeing to diagnose problems.

Dexterity of wrists, hands, and fingers to operate assigned equipment.

Perform heavy manual labor.

Hearing and speaking to exchange information and make presentations.

Sitting or standing for extended periods of time.

Lift, push, pull or carry heavy objects.

Bending at the waist.

Crawling, crouching and kneeling to conduct work.

Climb ladders safely.

HAZARDS:

Fumes from toner chemicals.

Exposure to electrical power supply

Working at heights