

OFFICE MACHINE REPAIR SUPERVISOR

Code No: 3-18-232

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a skilled work involving the responsibility for the supervision and performance of repair and maintenance work to office machines and equipment such as micro-computers, word processing units, typewriters, mimeograph, ditto, adding machines, calculators, etc. The employee exercises direct supervision over a staff of Office Machine Repair Technicians. General supervision is received from a higher level employee in the form of work assignments, but independent judgment is exercised in choosing methods or procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed):

Assigns office machine repairs to subordinates;

Inspects, adjusts, repairs and cleans office machines;

Diagnoses the defects in equipment by inspection, disassembly, or operation of the machines, with the ability to run electronic and/or mechanical tests on a "Service Test Bench";

Tightens, loosens, sets and otherwise adjusts gears, guides, opinions and other parts;

Removes, repairs, or replaces defective parts;

Maintains an inventory of parts, spare machines, etc.;

Gathers and records data for the inventory of all office machines, furniture, supplies and spare parts;

Initiates requisitions for parts and all office supplies required for the repair center's operation;

Fills requisitions and delivers all paper, ribbons and office supplies to the requesting departments;

Inspects shipments of new office machines to insure that they are in working order, including all micro-computers and word processing equipment and attaches the inventory control tag;

Picks up and delivers machines, furniture and equipment between departments and to Service Repair Companies;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of office machine repair methods and of the terminology and tools of the trade; good knowledge of the common practices, tools, terminology and safety precautions used in the repair of office machine equipment; skill in the set-up,

operation, check-out, repair, adjustment, and cleaning of office machines; ability to layout and supervise the work of others; ability to carry out oral and written instructions; ability to work from plans, specifications, and service manuals, with simple schematics; ability to keep simple records; manual dexterity; physical strength; initiative; tact; resourcefulness in making repairs; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Five (5) years of experience as a skilled workman in the repair and maintenance of office machines or its part-time equivalent.

SPECIAL REQUIREMENT: Possession of a valid New York State Motor Vehicle Operator's license Class *5* at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: July 25, 1985