

## OFFICE MACHINE REPAIR TECHNICIAN

Code No: 4-18-268  
NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for efficient and skilled performance of a variety of tasks connected with the repair and maintenance of office machines, such as typewriters, mimeograph, ditto and adding machines, desk model photocopiers, timers, and electric staplers. Technicians are required to operate a motor vehicle to travel to and from offices and classrooms to repair machines or return or transport them to the repair shop. Employees of this class receive their assignments from an Office Machine Repair Supervisor, with allowance made for the exercise of independent judgment in carrying out the details of the work. 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):

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, pinions and other parts;

Maintains inventory;

Removes, repairs, or replaces defective parts;

Inspects shipments;

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

Completes routine reports;

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of standard office machine repair methods and of the terminology and tools of the trade; skill in making repairs, adjustments, and cleaning of office machines; ability to work from plans and specifications; ability to get along well with others; physical strength; initiative; tact; resourcefulness in making repairs; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two (2) years of full-time paid experience 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.

FORMERLY: Office Machine Repairman

**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