

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Copy Repair Technician

BAND	GRADE	SUBGRADE
B	2	2
DEPARTMENT: Facility Services	ACCOUNTABLE TO: Director	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbent is responsible for operating, performing preventive maintenance and repairing electrostatic copiers and digital duplicators. Duties include: performing preventive maintenance and ensuring copiers meet manufacturer's specifications; troubleshooting and repairing problems with copiers and duplicators; training others in the proper use of copiers and duplicators; ordering part replacements; and, performing complete overhauls on copiers and duplicators.		
DISTINGUISHING CHARACTERISTICS: The Copier Repair Technician is a stand-alone classification which is distinguished from other trades classes in that incumbents are responsible for the repair and maintenance of copiers and duplicators.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Repairs and troubleshoots problems on all copiers and duplicators.	Daily	B2
2.	Performs preventative maintenance on all electrostatic copiers and duplicators.	Monthly	A1
3.	Orders and inventories part replacements for copiers and duplicators.	Monthly	A1
4.	Performs complete refurbishing and overhaul of all copiers and duplicators.	Annually	B2
5.	Trains operators in proper use and techniques of copiers and duplicators.	Varies	A1
6.	Performs other duties of a similar nature or level.	As Required	N/B

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Knowledge (position requirements at entry):

Knowledge of:

- Copier and duplicator theory of operations;
- Schematics and other technical manuals;
- Electro-mechanics.

Skills (position requirements at entry):

Skill in:

- Troubleshooting, maintaining, and repairing copiers and duplicators;
- Applying customer service techniques;
- Reading schematics, technical manuals, and other relevant manuals;
- Inventorying and ordering replacement parts for copiers and duplicators;
- Using test equipment and various tools such as digital voltmeters, feeler gauges, calipers, drills, and miscellaneous hand tools;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Associate's Degree or two years of technical training beyond High School in a related field and one year of experience related to the maintenance and repair of copiers and duplicators, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- May be required to maintain certifications related to the manufacturer.

Physical Requirements:

Positions in this class typically require: balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, and workspace restrictions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (ARK)

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