

KYRENE SCHOOL DISTRICT, ARIZONA CLASS SPECIFICATION

CLASS TITLE: Lead Copy Repair Technician

| BAND | GRADE | SUBGRADE |
|--|---|-----------------------------------|
| B | 2 | 3 |
| DEPARTMENT: Print Shop & Copy Repair | ACCOUNTABLE TO: Print Shop Supervisor | FLSA STATUS: Non-exempt |
| <p>CLASS SUMMARY: Incumbent is responsible for troubleshooting and performing journeyman level repairs on either copiers and related systems and for assigning and monitoring the work of other technicians. Duties include: opening and closing the copy repair office; prioritizing work orders; assigning work orders; assisting with inventory control; 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; performing complete overhauls on copiers and duplicators and completing paperwork on KSD copiers and copiers belonging to districts under IGA; and, diagnosing and repairing more complicated repairs on copiers. The Lead Copy Repair Technician will also serve as lead trainer to support other copy repair technicians.</p> | | |
| <p>DISTINGUISHING CHARACTERISTICS: The Lead Copy Repair Technician is the second level in a two level copy repair series. The Lead Copy Repair Technician is distinguished from the Copy Repair Technician in that the Lead assigns and monitors the work of other technicians.</p> | | |

| DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) | FRE- QUENCY | BAND/ GRADE |
|----------|---|-------------|-------------|
| 1. | Opens and closes the copy repair office and completes required paperwork. | Daily | A1 |
| 2. | Prioritizes and assigns work orders by determining what copiers are in need of service. Monitors work of technicians. | Daily | B2 |
| 3. | Repairs and troubleshoots problems on all copiers and duplicators | Daily | B2 |
| 4. | Performs preventative maintenance on all copiers and duplicators. | Monthly | A1 |

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|----------|--|-------------|-------------|
| 5. | Assists with inventory control. Assists in the purchasing of copier and duplicator parts, including entry of parts in an inventory system. | Daily | A1 |
| 6. | Assists in training of copy repair technicians in regards to maintenance issues. | As Required | B2 |
| 7. | Performs complete refurbishing and overhaul of all copiers and duplicators | As Required | B2 |
| 7. | Performs other duties of a similar nature or level. | As Required | N/B |

Knowledge (position requirements at entry):

- Knowledge of: Copier and duplicator theory of operations;
- Schematics and other technical manuals;
- Electro-mechanics
- Basic safety standards;
- Use of electronics such as volts, amps, current flow, short detection, and regulators.

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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.

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- Diagnosing problems;
- Performing preventative maintenance;
- Using computers and related software;
- Prioritizing and assigning work;
- 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.

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Physical Requirements:

Positions in this class typically require: climbing, stooping, kneeling, 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, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, and work space 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:

Revised by Kyrene School District Human Resources
Date 6/06