

**GRANITE SCHOOL DISTRICT
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

Job Title: Preventative Maintenance Technician (Office Equipment Repair)

Supervisor's Title: Lead Office Equipment Technician

Date Prepared: 9-2001 **Date Reviewed:** _____ **Date Reviewed:**

Employee/Incumbent Review _____ **Immediate Supervisor Review**

Dpt Apprvl _____ **GCEA Review** _____ **HR Apprvl** _____ **Supt. Apprvl**

Job Location: Maintenance Service Center _____ **Lane**

Implementation Date: _____ **ADA Review**

JOB SUMMARY

Performs all phases of preventative maintenance to photo copying and digital duplication devices.

ESSENTIAL FUNCTIONS

Perform preventative maintenance to photo copying equipment, including:

1. Clean all related optic devices
2. Replace rollers in fuser assembly, clean and adjust as necessary.
3. Check drum condition, and replace if necessary
4. Replace cleaning blades
5. Service and or replace corona wires
6. Clean and inspect all rollers
7. Replace developer within the developing unit, vacuum excess developer and toner
8. Make necessary adjustments as reflected within the service manual to bring device back into operation.
9. Maintains accurate labor and materials records.
10. Recommends replacement of parts, materials and equipment
11. Perform minor repairs that fall within skill level
12. May be assigned to participate in organizations, committees, and subcommittees.
13. Participates in educational requirements of safety, policies and procedures as necessary.

Proficiency is required in all District owned photocopy devices:

At the time of this writing, inventory consisting of three major brands with 28 combined models. Any additional models and makes that might be added to the inventory after this writing will also be included within this description.

NON-ESSENTIAL FUNCTIONS

Occasional other duties as assigned within skill level.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS, and ADA. Must be skilled in oral and written communications and interpersonal relations. Must be able to plan work and organize materials and equipment for specific tasks.

REQUIRED EDUCATION AND TRAINING

Must have a high school diploma or GED. Must have the ability to read, decipher and follow the instructions provided by Service Manuals relating to Photo Copiers and the assigned tasks. Must keep abreast of changing developments in techniques in relevant fields. Must also hold a current and valid Utah Drivers License.

REQUIRED PRIOR WORK EXPERIENCE

Requires six (6) months of intensive Photo Copier “On-the-Job” Training, to be provided by a qualified Journeyman Technician, in Photo Copier Preventative Maintenance.

Note: The District administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

DECISION MAKING

May consult with administrators, teachers, co-workers and patrons to assist in the timely completion of projects. Assist in planning work projects. Assures that each assignment has sufficient tools, materials and supplies. Must be able to perform assigned tasks without on-site supervision. May determine that the use of specific equipment is a danger to the user and remove the equipment or neutralize it in place.

SUPERVISION

Responsible for planning work as assigned, assuring a high quality of the finished product.

WORKING CONDITIONS

Some district emergencies may require additional irregular hours. May be subjected to high locations, awkward positions, heat, noise, dirt, chemicals, confined spaces, and cold. Incumbent may have occasional stress from emergencies and in meeting project deadlines. Interruptions may occur while performing work requiring accuracy and concentration. May be exposed to high voltages.

PHYSICAL DEMANDS

There is occasional work with heavy weight materials, but generally not exceeding 50 lbs.