

MAINTENANCE HEAD EQUIPMENT REPAIR TECHNICIAN

DEFINITION

Under the direction of the Director of Maintenance to maintain and repair all types of equipment, including all classroom instructional equipment, office machines, business machines, copiers, computers, telephones, intercoms and all related work as required; to supervise the Equipment Repair Section and to coordinate the work requests and the stocking of parts.

DISTINGUISHING CHARACTERISTICS

This classification provides direction to the Equipment Repair Section employees; performs skilled maintenance and repair on all types of mechanical and electronic equipment utilized within the District.

ESSENTIAL FUNCTIONS

Supervises and coordinates the operation of the Equipment Repair Section.

Services and repairs business machines, office equipment, copiers, audio-visual and other electronic equipment.

Repairs other types of equipment as directed.

Maintains adequate stock of repair parts and supplies.

Advises operators on techniques of operation.

Performs other related tasks as assigned.

QUALIFICATIONS

Knowledge of:

Repair procedures, tools, materials and test equipment associated with this equipment; theory of operation of all types of equipment used within the District; Service records and files.

Ability to:

Learn quickly and understand the functioning of equipment; perform skilled work on all types of equipment used in the District; establish and maintain cooperative working relationships with District personnel and general public. Correctly demonstrate sufficient strength, mobility and range of motion to arm lift 60 pounds and floor lift 60 pounds in an

QUALIFICATIONS con't.:

Ability to con't.:

employee entrance evaluation.

Experience:

A minimum of three years of experience in the maintenance and repair of business and other equipment used in a school district, with at least one years experience in this District.

Education:

Equivalent to completion of the twelfth grade.

Board Approved: 8/17/82

Revised: 02/06/90