

OFFICE MACHINE MECHANIC

This is skilled and specialized work in the installation, maintenance and repair of mechanical, electro-mechanical and electronic office equipment such as typewriters, adding machines, copiers, calculators, personal computers and peripherals, and other office machine equipment. Employees determine the probable cause of malfunctions, disassemble equipment, make the necessary repairs and adjustments, examine parts for wear, clean and replace parts, reassemble equipment and test for proper operation. Employees also receive new equipment for initial setup and operations check prior to installation. Employees may perform other duties as required.

I. DIFFICULTY OF WORK:

Complexity of Work - Work requires the removal and replacement of minute parts, the measurement of extremely small voltages, and the fabrication of micro-mechanical and electronic components or devices.

Scope and Variety of Work - Work requires an understanding of mechanical, electrical, and electronic principles as applied to the repair of a variety of types and makes of mechanical, electrical, and electronic office machines and equipment.

Control Over Work - Employees perform repair work based on work orders received. The repair and modification of equipment are accomplished independently. Most problems are solved through referring to manuals. Unusual technical problems are discussed with supervisor.

Judgmental Demands - Technical judgment is exercised in the modification of machinery. Decisions, based on technical subject knowledge, must be rendered on the feasibility of requested modifications. Possible solutions to the modification problem must be identified and evaluated.

II. RESPONSIBILITY:

Potential For Loss - Improperly repaired equipment would inconvenience users through the loss of work time. In the repair of electronic and electrical equipment, improper repairs could lead to further equipment damage.

Safety of Others - As office machinery is intricate, both electrically and mechanically, considerable care must be exercised in part replacement and machine adjustment to achieve the best operational results and the safest working tool for the user.

III. MENTAL AND VISUAL DEMAND:

Visual Attention - Work requires normal visual attention during general maintenance and installations but requires frequent periods of concentration during the repair of most equipment.

Mental Concentration - Work requires limited concentration over an extended period of time. Occasionally, extensive attention is required during the repair and trouble-shooting phases of work.

IV. PHYSICAL EFFORT:

Intensity of Effort - Work requires light hand and finger manipulative effort, with some bending, standing, and reaching. Employees must lift and carry light to moderately heavy office equipment.

Frequency and Duration of Effort - Effort is exerted frequently for short durations when moving or loading equipment. Effort is frequent and recurring when working on machines.

V. WORK SURROUNDINGS AND HAZARDS:

Worker Surroundings - Work area is a shop setting surrounded by equipment and tools used in repair work, or in an office where machines are located.

Hazardous Conditions - Employees are exposed to chemicals and to electrical and moving parts while repairing and maintaining equipment. Potential for injury is usually minor.

VI. CONTACTS AND COMMUNICATIONS:

Purpose of Contacts - Employees communicate with clients to ascertain equipment problems or to demonstrate how to use the equipment. Employees discuss repair problems or clarify information with peers or their supervisor.

Scope of Contacts - Communication is primarily with co-workers but employees came in contact with a variety of clients during the workweek.

VII. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of the design, assembly, and operation of mechanical, electrical, and electronic office machines. Skill in the disassembly, repair, and adjustment of a variety of office machines. Ability to determine probable causes of mechanical, electrical, and electronic equipment malfunctions from operator complaints. Ability to visualize and plan equipment modifications to meet special user needs. Ability to establish working relationships with operators and shop personnel.

Minimum Training and Experience - Graduation from high school and four years of progressive experience in the repair and maintenance of mechanical, electrical, and electronic office machine equipment; or an equivalent combination of training and experience.