

Killeen Independent School District Job Description

Job Title: Lead Office Machine Technician
Department: Telecommunications
Reports To: Telecommunications Manager
FLSA Status: Non-exempt

SUMMARY

Supervises the repair of district office machines.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Supervises the office machine technician in the repair of district office machines.

Performs the duties of office machine technician.

Troubleshoots using test equipment, repair tools, and oscilloscope, down to the component level.

Reads circuit diagrams for electronic sources.

Must be able to count, measure results, and compare test equipment findings with vendor documentation.

Maintains compliance with standard operating procedures and applicable technical guidelines/directives.

Compares information on work requests with property records to identify and report discrepancies or potential intentional damage.

Marks materials with appropriate identifying information.

Opens equipment using various tools and inspects for damage and defects.

Sorts and stores items on rack shelves or in bins, according to predetermined sequence using accepted warehousing techniques.

Maintains an accurate record of items pending or repaired from each customer.

Drives trucks from various locations to pick up or deliver office machine equipment. Obtains authorized signature(s) for materiel requested or picked up.

Requests repair parts by requisitioning from stock items; verifies accuracy of order pulled.

Moves office machines to various locations manually and by operating pallet jack and handcart.

Loads and unloads delivery truck by hand or by use of pallet jack.

Prepares and updates the weekly Office Machine Status Report.

Performs location surveys, records, audits, and inventories for all office machine equipment located in Property Management.

Detects needed repairs on vehicles and equipment by following established inspection procedures.

Performs such other tasks as may be assigned by the Supervisor for Property Management Services.

SUPERVISORY RESPONSIBILITIES

Directly supervises one employee in office machine repair. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma/general equivalency diploma (GED) and two years full-time, paid experience repairing office machines; or Associates Degree or two-year certificate in Office Machine Repair or a related field.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess current drivers license.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, walk, sit, climb or balance, talk or hear, and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision

abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER SKILLS AND ABILITIES Ability to operate light truck (less than 26,000 lbs.). Use computer, hand tools, ladder, dolly, scaffolding, and pallet jack.

Revised By: Frank Crayton, Director for Auxiliary Personnel

Revised Date: April 19, 2016

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.