MAINTENANCE LEADER – OFFICE MACHINE REPAIR

Class Code: 7325
Job Family: Skilled Trades/Technicians
Classification: Support Staff
Terms of Employment: Pay Grade 57 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under general direction, supervises work crews and performs skilled work in the office machine repair trade. Assignment may include, but is not limited to, trade shop, mobile van, Clark County School District facilities/schools, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervises, coordinates, and inspects the progress of duplicating equipment technicians and skilled trades assistants.

2. Performs skilled work related to the office machine repair trade including, but not limited to:
   - Troubleshoots, disassembles, repairs, overhauls, services, and maintains various office machines, (i.e., duplicating machines, paper folders, collators, copy machines, electric paper drills and staplers, film processors, offset cameras, plate makers, offset printing and related equipment, etc.). Ensures safe operation of repaired equipment.
   - Performs preventive maintenance, (i.e., soldering electronic components onto printed boards) on mechanical, electrical, and electronic equipment.
   - Maintains a log of equipment repairs.
   - Orders parts for equipment repair as required.
   - Programs the operating codes into copiers.
   - Evaluates, aligns, and adjusts control systems on new and existing equipment to ensure compliance with manufacturer specifications.
   - Fabricates equipment parts as required.

3. Prepares estimates and gathers cost data.

4. Prepares diagrams and/or sketches of work to be done.

5. Confers with outside vendors and contractors.

6. Coordinates work schedules with schools, other trades, outside agencies, and public utilities.

7. Expedites or makes repairs in emergency situations.

8. Provides input for the evaluation of assigned staff.

9. Maintains accurate asset records.

10. Responsible for the safe handling and disposal of hazardous materials.

11. Conforms to safety standards as prescribed.

12. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:
Involves supervising and coordinating work crews and performing skilled work in the office machine repair trade.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Knowledge of practices and procedures in the office machine repair trade.

2. Ability to meet predetermined deadlines.

3. Ability to read and interpret written and oral instructions.

4. Ability to communicate effectively both orally and in writing.

5. Ability to distinguish color-coded wires.
6. Ability to plan and organize work.
7. Ability to safely move and relocate heavy objects.
8. Ability to operate hand and power tools and electronic test equipment.
9. Ability to recognize, understand, interpret, and apply local, state, federal, and national codes and regulations including, but not limited to: Uniform Building Code (UBC), National Fire Protection Association (NFPA), Americans with Disability Act (ADA), etc.
10. Ability to read and interpret blueprints, schematics, wiring and logic diagrams, and specifications.
11. Ability to provide cost estimate information.
12. Ability to supervise and evaluate employees.
13. Ability to learn and apply operating, safety, and work procedures.
14. Ability to perform strenuous physical work.
15. Ability to work flexible hours or shifts.
16. Ability to work in confined areas.
17. Ability to withstand heights and perform work safely.
18. Ability to work cooperatively with employees, vendors, contractors, and the public.
19. Ability to recognize and report hazards and apply safe work methods.
20. Ability to learn and use computers and software, (i.e., Maximo Work Order System).
21. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:
Education, Training, and Experience:
1. High school graduation or other equivalent, (i.e., GED, college, technical, or trade school, foreign equivalency, etc.).
2. Completion of apprenticeship program in the office machine repair trade, plus one (1) additional year of experience in the repair and maintenance of office copying/duplicating and printing equipment; or, Three (3) years experience in the repair and maintenance of office copying/duplicating and printing equipment, plus two (2) years of formal training, (i.e., completion of two (2) years of trade school or two (2) years of college coursework equivalent to an associate’s degree in electronics); or, Five (5) years experience in the repair and maintenance of office copying/duplicating and printing equipment, plus possession of a valid journeyman certificate/license; or, Five (5) years experience in the repair and maintenance of office copying/duplicating and printing equipment in the Clark County School District.

Licenses and Certificates:
1. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Apprenticeship or valid journeyman certificate/license if applicable.

Preferred Qualifications:
Supervisory experience.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:
1. High school transcript or other equivalent, (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
3. Copy of current driving history issued by the Department of Motor Vehicles.
4. Apprenticeship or valid journeyman certificate/license if applicable.
5. Specific documented evidence of training and experience to satisfy qualifications.
EXAMPLES OF ASSIGNED WORK AREAS:
Clark County School District facilities - department offices, schools (classrooms, computer labs, gymnasiums, athletic fields, cafeterias, theaters, parking lots, etc.), mechanical equipment rooms, trade shop, mobile van, etc.

WORK ENVIRONMENT:
Strength: Medium/Heavy - exert force 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near and far acuity, depth perception, focal length change, and color vision.

Environmental Conditions: Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards: Exposure to electric shock. Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:
District-issued/personal vehicles, various drills, grinders, hand and power tools, screwdrivers, volt/ohm meters, pliers, oscilloscopes, soldering and desoldering tools, logic probes, frequency counters, cleaning solvents, specialized offset calibrating tools, (i.e., latch gap, dial indicators, pressure gauges, etc.), equipment required for the safe handling and disposal of hazardous materials, etc.

EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION
This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.