

Job Title: **Shop Leader – Office Machines**



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 22

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to perform skilled work involving the maintenance and repair of manual, electronic, and mechanical office equipment.

ESSENTIAL JOB FUNCTIONS

- Performs routine and complex maintenance and repairs to various manual, electronic and mechanical office equipment, e.g., manual, electric and electronic typewriters, calculators, laminators, copier/duplicators, photocopiers.
- Leads, instructs, and/or reviews the work of entry level technicians; assists, advises, and trains technicians on equipment maintenance.
- Performs moderately complex overhaul and repair work on mechanical equipment and other office machinery; Assembles mechanical systems; Aligns and adjusts control systems according to manufacturer's specifications.
- Performs preventive maintenance and inspections of equipment and machinery; Tests and troubleshoots systems; Repairs, adjusts, and replaces parts.
- Inspects and repairs safety devices and equipment; Tests equipment to ensure and verify that safety standards are met.
- Operates a wide variety of standard hand held and tools and diagnostic equipment, e.g., voltage probe amp meter, soldering iron, multi meter, volt and ohm meters, oscilloscopes, screwdrivers, pliers, wire stripper, logic probes, cleaning solvents.
- Operates various District issued and personal vehicles, e.g., cars, trucks.
- Disposes of waste and hazardous materials in accordance with prescribed safety policies and environmental procedures; Maintains cleanliness of office and equipment.
- Performs various administrative duties, e.g., estimates time and materials for repairs, maintains appropriate repair logs and records; Maintains parts and equipment inventory records.
- Communicates with various departments, trades workers, and School District employees to prioritize, schedule, and complete repair work.
- Conforms to safety standards as prescribed.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Electronic Engineering, Computer Science, or a related field.
- Over ten (10) years of experience in the repair of mechanical, electronic, and electrical office machinery.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Must possess and maintain a valid Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of principles, methods, and practices of the repair of mechanical, electrical, and electronic office machines.
- Requires the ability to display knowledge of repair of electronic devices.
- Requires the ability to display knowledge of codes and regulations related to the work.
- Requires the ability to display knowledge of standard office practices and procedures, including filing and the operation of standard office equipment.
- Requires the ability to act in a lead capacity.
- Requires the ability to perform routine to moderately complex inspections, service, and repair of office machinery and equipment.
- Requires the ability to maintain accurate records and reports.
- Requires the ability to understand and follow oral and written directions.
- Requires the ability to use tools and specialized testing equipment.
- Requires the ability to display knowledge of minor repair of electrical and electronic devices.
- Requires the ability to display knowledge of repair of intricate mechanical devices.
- Requires the ability to make recommendations that impact the budget.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to sit, stand, and walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 100 pounds. The work also requires the following physical abilities in order to perform the essential job functions: grasping, hearing, mental acuity, pushing, pulling, repetitive motion, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: