

Summary of Duties : Maintains, adjusts, repairs, and overhauls mechanical and electric calculating machines, electro-mechanic and electronic calculators, and related office equipment; and performs related work.

Distinguishing Features : An Office Equipment and Machine Repairer is primarily engaged in the repair of various types of adding and calculating machines and electronic calculators. An employee in this class may also repair other types of office machines, some of which may be the same type repaired by other machine repair classes. Assignments or service calls indicate the type, location, and general nature of trouble on the machines. An Office Equipment and Machine Repairer is responsible for locating and correcting the cause of failure. An employee of this class works independently in various offices as well as in a repair shop. Work is evaluated in terms of quality of results obtained.

Examples of Duties : Inspects, analyzes trouble, cleans, oils, adjusts, repairs, and overhauls mechanical and electric adding and calculating machines, electronic calculators, cash registers, posting machines, tape recorders, projectors, video equipment and similar office machines and equipment; replaces worn and broken parts in these machines; inspects, cleans, oils, adjusts, and replaces parts in small electric motors used to operate office machines; operates machines to verify proper functioning before restoring them to service.

Instructs and advises operators in the proper operation and care of office machines; consults catalogs and obtains needed parts from contract vendors; drives an automobile to answer service calls or pick up parts; occasionally operates a lathe, drill press, buffer, grinder, and polisher and may use soldering, brazing, and welding equipment in repairing office machines, repairing and reforming bent and damaged parts for re-use, and fabricating parts and special attachments; may adapt or modify office machines for special purposes; and may occasionally be assigned other duties for training purposes or to meet technological changes or unexpected emergencies.

Qualifications : A good knowledge of the principles of operation, and design and methods, materials, and tools required in the maintenance, adjustment, repair, and overhauling of electro-mechanic and electric calculators; projectors, tape recorder, video equipment; a good knowledge of the use of test instruments and the methods, materials, and tools required in the repair of electronic calculators; a working knowledge of the principles of operation and design, and of the methods, materials, and tools used in the maintenance, adjustment, repair, and overhauling of other commonly used electro-mechanic and electronic office equipment; the ability to use soldering, brazing, and acetylene welding equipment and light machines and tools of the machinist trade as required in the repair and overhaul of office machines; the ability to apply information obtained from

manufacturers' service manuals to the repair of mechanical and electric office machines; the ability to adjust and repair rotary and key-driven calculating machines, electronic calculators, and other commonly used office equipment; the ability to read electrical and electronic wiring schematics; and the ability to deal tactfully and effectively with other employees.

Two years of full-time paid experience servicing and repairing electro-mechanic and electronic calculators and related office machines; or, four years of full-time paid experience assisting in the servicing and repair of electro-mechanic and electronic calculators and related office machines is required for Office Equipment and Machine Repairer.

License: A valid California driver's license and a good driving record is required.

Physical Requirements: Strength to perform average lifting of up to 15 pounds and occasionally over 25 pounds; arm, hand, and finger dexterity with both handling, and feeling; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive, it is not intended to declare what the duties and responsibilities of any position shall be.