

DUPLICATING AND MAILING EQUIPMENT REPAIRER, 3415

Summary of Duties: Diagnoses trouble and repairs, overhauls, rebuilds, and services various offset printing and reproduction machines and related sorting, collating, mailing and similar equipment, including photographic and microfilm equipment; and does related work.

Distinguishing Features: Employees of this class specialize in the repair of heavy-duty reproduction and offset printing machines, and presses, including mailing equipment. However, part of their time may be spent repairing various other related machines. Assignments or service calls indicate the type, location, and general nature of trouble on the machines. An employee of this class uses considerable independent judgment in locating and correcting the cause of the equipment failure. Work is performed on complex electrical electronic and mechanical components and requires training and considerable study before complete proficiency is attained on all types of equipment.

Examples of Duties: Inspects, analyzes trouble, cleans, oils, adjusts, repairs, and overhauls reproduction and offset printing machines, offset printing presses, electronic typesetting equipment, diazo white print machines, sorters, collators, electronic easels and photo copiers, including photographic and microfilm equipment, and mailing equipment such as, package tiers, and inserting, letter-opening and mailing machines; makes periodic checks of machines and equipment for proper functioning; aligns and sequence-time the mechanisms; repairs and replaces worn and broken parts; cleans, oils and repairs small electric motors; operates machines to verify proper electrical electronic, and mechanical trouble; makes adjustments and emergency repairs at operating locations and takes equipment to shop for major repairs; disassembles equipment, cleans and oils parts and assemblies;

Instructs operators in the proper operation and care of office machines; consults catalogs and obtains needed parts from contract vendors; drives an automobile to pick up parts; operates shop equipment such as, grinders, polishers, electric drills and craft hand tools; may use welding equipment, lathes and milling machines. Makes reports of work performed, and time and parts used. Employees in this class may be assigned to other duties for training purposes or to meet technological changes or unexpected emergencies.

Qualifications: A good knowledge of the principles of operation and design required in the repair, maintenance, and overhaul of various reproduction and offset printing machines, offset printing presses, typesetting equipment, diazo white printers, rotary sorters, collators, electronic easels, photo copiers, mail inserting machines, package tiers, and letter-opening machines, including photographic and microfilm equipment; the ability to use welding equipment and various

craft hand tools; the ability to apply information obtained from manufactures service manuals to the repair of mechanical electronic and electric office machines; and the ability to deal tactfully and effectively with other employees.

Two years of full-time paid experience in servicing, overhauling, rebuilding and repairing printing, offset duplicating, mailing equipment, or diazo white print machines or assisting in such work is required for Duplicating and Mailing Equipment Repairer.

Completion of a recognized training program in the maintenance and repair of printing or duplicating machines is desired.

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

Physical Requirements: Strength to perform average lifting up to 35 pounds and occasionally over 70 pounds; arm, hand, finger dexterity with both hands involved in lifting and intricate repair work; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of some of the 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.