

OFFICE MACHINE REPAIRMAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, inspects, maintains and repairs dictating machines, transcribers, typewriters, adding machines and other office machines on a regular schedule; answers special service calls; and makes recommendations as to rebuilding or replacement needs. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Follows a regular schedule of office machine inspection designed to give each machine a periodic checking, and in the case of typewriters, a regular servicing;

Inspects typewriters by cleaning, oiling and checking various key adjustments;

Inspects dictating, transcription, adding and other office machines by cleaning, oiling, and checking adjustments and parts;

Makes repairs to dictating, transcription and typewriting machines including such cleaning, oiling, adjustment, replacement of parts and general overhauling as is necessary;

Makes minor repairs to adding machines, such as cleaning, straightening type hammer, making minor adjustments, etc.,

Answers special office machines service calls;

Requisitions replacement and repair parts for office machines, and maintains a small stock of maintenance and replacement parts;

Maintains a record of the time and materials used in making repairs;

Makes recommendations to the Supervising Office Machines Repairman as to office machine replacement needs and the priority which should be given.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the construction, operation and maintenance of dictating machines, transcribers, electric and manual typewriters; a familiarity with the construction, operation and maintenance of adding machines; ability to make minor and major repairs on dictating machines, transcribers and electric and manual typewriters; ability to make minor repairs to adding machines ability to work cooperatively and effectively as a "service" man; high mechanical aptitude; manual dexterity; alertness; initiative; good judgment; and good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (A) Four years of experience in making repairs to dictating machines, transcribers of typewriters or any combination thereof; or (B) any equivalent combination of training and experience.

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NOTE: An acceptable manufacturer's course in the repair of dictating and transcribing machines or typewriters may be used in lieu of six months of experience.

West. Co.
J.C.: Competitive
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Job Class Code: C0743
Job Group: VI