

SENIOR MAINTENANCE MECHANIC I (EQUIPMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of an administrative employee, the incumbent of this position is responsible for the efficient operation of a reproduction center, including supervising assigned personnel, scheduling work, maintaining supplies, duplicating, binding, folding and filing. The incumbent is also responsible for routine maintenance and cleaning of the equipment. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans work program, both daily and long term, to schedule production of contract specification books, reports and walk-in projects;

Estimates cost of reprographic jobs and determines the most cost effective and time efficient method of reproduction;

Maintains records of shop production for billings, reporting work volume, etc.;

Directs and performs compilation and collating of contract specifications for duplicating and binding;

Binds completed contracts, using binding machinery;

Reviews assembled specifications for completeness, and assures that documents are assembled in the correct order:

Analyzes section equipment and needs for adequacy - analyzing alternatives to keep abreast of the reprographics industry;

Performs cleaning and makes repairs and adjustments on equipment related to duplicating and binding of contracts, including copiers, binders, punches, etc.;

Carries out preventive maintenance programs on machines;

Requisitions supplies and materials for the proper (daily) operation and maintenance of machines;

Orders and maintains secure inventory of engineering supplies;

Supervises maintenance of engineering plans library;

Routes contract specifications, plans and addenda to appropriate parties, including Board of Acquisition and Contract, engineers, contractors;

Maintains records of aged engineering data;

Trains personnel assigned to the section.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of types and uses of various duplicating material; good knowledge of the operation, cleaning, adjustment and maintenance of duplicating and binding machinery; skill in the use of common hand tools; ability to make mathematical computation for billing and analysis purposes; ability to maintain logs; ability to lay out and schedule work; ability to work under pressure with frequent interruptions assuring deadlines are met; ability to get along with others; good memory; physical condition commensurate with the demands of the position; good eyesight.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and six years clerical experience, four of which must have involved the operation and maintenance of modern duplicating, binding and related equipment.