

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: **Facility Duplicating Equipment Technician (W42)** Job Family: 06  
 Department: Facility Services Lane Placement: 9  
 Supervisor's Title: Director of Facility Services and Project Coord. Contract: 245 Days  
 FLSA Classification: Non-Exempt Hours per Day: 8  
 Department Approval: *[Signature]* Date: 7-1-15  
 ADA Review: *[Signature]* Date: 7-2-15  
 Human Resource Approval: *[Signature]* Date: 7-1-15  
 Superintendent Approval: *[Signature]* Date: 7/7/15  
 Original date: 12/90 Revised: 01/05 Revised: 04/10 Revised: 07/15

**GENERAL FUNCTION**

Under the supervision of the Director of Facility Services, facility coordinator and facility AV technician senior, the **Facility Duplicating Equipment Technician** performs a variety of technical work installing, maintaining, repairing and servicing a wide variety of electro-mechanical and electric duplicating equipment to component level according to specifications and codes.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Installing, maintaining, repairing and servicing a wide variety of electro-mechanical and electric duplicating equipment to component level according to specifications and codes.
- Perform daily work assignments. Work assignments include any/all aspects of installation, building/rebuilding, transporting, troubleshooting and repair/service of equipment including, but not limited to, the following:
  - Digital duplicators, spirit duplicators, thermofax, laminating equipment, binding equipment, stitchers, guillotine paper cutters, paper drills, shrink wrap machines, paper folders, inserters, Cerlox binders, joggers, offset presses, copy cameras, die cutters, film processor, copy machines, collators, etc.
- Disassemble and assemble machines in order to overhaul and service. Perform preventive maintenance and repairs on mechanical, electrical and electronic equipment (e.g., soldering electronic components on to printed boards).
- Provide duplicating equipment training to District personnel. May train and direct other facility services employees as assigned.
- Download applicable software and connect equipment into network as needed.
- Locate and order parts and materials used to complete work assignments. Remove workable parts from old equipment. Dispose of unusable equipment/parts.
- Complete assignments in a cost efficient and timely manner.
- Drive and operate various facility vehicles and equipment. Inspect vehicles as required.
- Will be called to respond to routine and emergency duties or on call duties as required.
- Provides support service to other maintenance areas, as needed.
- Shift work may be required.
- This position requires punctual and regular daily attendance.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.
- Required to attend all scheduled training and departmental meetings.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

#### **Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires four years of work experience with demonstrated competence in all phases of the trade. Formal apprenticeship experience or trade-specific educational experience may be included. Completion of a formal trade-specific program is preferred.
- Requires a working knowledge of computers to install software.
- Must demonstrate competence in reading, writing and math.
- Requires skills and working knowledge to work independently at the technician level with ability to assess, prioritize and resolve problems with minimal direction.
- Requires excellent interpersonal skills. Interacts with school and administrative personnel and vendors in completing tasks. Students are frequently close by as work is being performed.
- Must be competent in use, care and maintenance of needed tools and equipment.
- Must demonstrate knowledge of S.D.S. safety procedures. Requires a knowledge of appropriate chemical usage
- Requires a valid Utah Driver's license.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

#### **Machines, Tools & Equipment Used:**

- Ladders, lifts, tools and equipment used to diagnose, repair, construct and perform trade related work.

#### **Physical Requirements – Not limited to the following:**

- Occasional standing, sitting and walking. Occasional working in awkward positions, sustained bending, squatting, kneeling, stooping, and handling.
- Occasional pushing/pulling up to 100 pounds, floor to waist lifting up to 75 pounds, awkward lifting up to 40 pounds and carrying 40 pounds.
- Occasional fine motor dexterity and visual acuity for small work.
- Work will involve some hazard in the possible exposure to electrical shock.
- May use chemicals that are potentially hazardous.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.