

Office Equipment Repairman II

Job Description

Qualifications:

1. High school diploma or satisfactory completion of the GED test.
2. Valid driver's license.
3. Physically and mentally alert.
4. Ability to get along with people.
5. Ability to read, write, compute, and communicate.
6. Experience as office equipment repairman preferred.
7. Successful completion of the State Competency Test for Office Equipment Repairman.

Immediate Supervisor: Supervisor of Maintenance

Duties and Responsibilities:

1. Maintain and upgrade the job related skills as an office equipment repairman.
2. Requisition parts necessary for the proper operation of a program of continuous maintenance and repair.
3. Service and repair office machines and equipment.
4. Perform duties efficiently and productively.
5. Maintain positive work habits.
6. Establish a good working relationship with other employees.
7. Perform other job related tasks assigned by the Supervisor of Maintenance or Assistant Superintendent.

Jackson County Board of Education
December, 1994