

Washington State Department of Personnel
Class Specification

OFFICE MACHINE MECHANIC LEAD

5920

Abolished: Adopted 08/13/2009, Effective 08/14/2009

Definition:

Lead and work with office machine serviceworkers in repair, service and maintenance of a variety of office machines and equipment in a shop or on site on an institution campus.

Distinguishing Characteristics:

Positions in this class are distinguished by responsibility to lead journey office machine mechanics, as well as performing work, requiring specialized mechanical and electrical skills in the repair, service, and maintenance, of office machines and equipment.

Typical Work:

Leads other classified personnel and works with them in diagnosing malfunctions, determining repair requirements, and repairing or adjusting equipment for proper operation;

Leads and works with other classified personnel engaged in performing tests required to ascertain equipment performance and required for calibration of equipment;

Leads and works with other classified personnel in the disassemble, cleaning and lubrication of equipment as required; leads and works with other classified personnel in inspecting machine and equipment parts for breakage or excessive wear and in ordering new parts for replacement as required;

Evaluates equipment repair requirements; estimates machine and equipment repair requirements; estimates cost of restoring machines to service;

Maintains records of machines and equipment; maintains technical manuals as required for operation of service function;

Operates motor vehicle and transport equipment between campus locations as required;

Performs related duties as required.



Legal Requirement(s):

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Desirable Qualifications:

One year, full-time experience as a journey office machine mechanic, or equivalent trade skill. Possession of a valid motor vehicle operator's license may be required.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

Class Specification History:

New class adopted January 3, 1973.

Revise class. Revises minimum qualifications; adopted July 2, 1990.

Revise class. Revises class code (formerly 5401), revision, adopted May 10, 2007, effective July 1, 2007.