

LIBRARY EQUIPMENT REPAIRMAN**NATURE OF WORK**

This is semi-skilled and manual work in providing a variety of support services in the University Library.

The employee of this class is responsible for the general maintenance and repair of Library equipment and furniture. Work also includes the preparation and maintenance of clerical records and ensuring that adequate stock of equipment parts and supplies are available. Work of this class requires aptitude and ability rather than a high degree of skill in any particular trade and work is reviewed through discussion and observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Ensures that ROM readers are operating properly by performing repairs and maintenance, as required; repairs readers by adjusting speed controls, photo cells and springs, splicing broken film and calibrating index strip; maintains readers by cleaning lenses and replacing gears, light bulbs and other parts; refers to service operating manual on unusual problems.

Cleans microfilm and microfiche machines; replaces light sockets and mirrors; determines those problems of a non-mechanical nature; forwards machines to Technical Services for electronic circuit board repairs.

Maintains a variety of duplicating machines; removes drums and various parts; cleans and oils machine; corrects paper jams requiring the separation of machine rollers and assemblies; contacts service representative, as necessary.

Assembles, adjusts and oils chairs, book trucks, shelving, desks and file cabinets requiring the use of tools such as drills, electric saws and sanders; maintains an inventory room of unused furniture; provides requested items when possible.

Maintains inventory list of supplies on hand; determines parts and items to be ordered; forwards request to immediate supervisor; picks up necessary materials from suppliers, as required.

Checks study rooms and fire doors to ensure that they are locked; turns off unnecessary lights; reports vandalism and damage to immediate supervisor; requests that disruptive patrons leave the building.

Arranges desks and furniture; hang paintings, bulletin boards and similar items; gathers books and forwards them to appropriate area; prepares way bills for shipping of parts.

Performs related work as required.

REQUIREMENTS OF WORK

Experience in the repair and maintenance of library equipment; graduation from high school, preferably supplemented by training in library equipment repair and maintenance; or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

Knowledge of tools, equipment and practices used in the performance of duties.

Some knowledge of the occupational hazards and safety precautions applicable to the area of work.

Ability to use and maintain the tools and equipment of several trades in a safe and effective manner.

Ability to perform tasks requiring mechanical aptitude.

Ability to understand and follow oral and written instructions.

Ability to meet and deal with people in a pleasant and courteous manner.

Physical strength sufficient to perform heavy manual tasks.

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1984.09.06

Confirmed: 2004.01.05