

# Duplicating Equipment Technician

## Position Details

Class Code: 7131

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 53 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, troubleshoots, repairs, overhauls, and maintains electro-mechanical and electric duplicating equipment to component level.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Troubleshoots, repairs, overhauls, and maintains duplicating machines, paper folders, collators, copiers, electric paper drills/staplers, film processors, offset cameras/printers, plate makers, and related equipment.
2. Disassembles machines to overhaul and service them.
3. Performs preventive maintenance on mechanical, electrical, and electronic equipment (soldering electronic components onto printed boards, etc.).
4. Verifies that equipment meets safety standards.
5. Maintains equipment repairs log.
6. Orders parts required for equipment repairs.
7. Programs operating codes into copiers.
8. Evaluates equipment purchased by schools/departments for compliance with specifications.
9. Directs Skilled Trades Assistants, when assigned.
10. Adjusts control systems to manufacturer's specifications.
11. Fabricates equipment parts, as required.

12. Responsible for safely using and disposing of hazardous waste materials.
  13. Conforms to safety standards, as prescribed.
  14. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves troubleshooting, repairing, overhauling, and maintaining electronic/electromechanical offset printing and duplicating equipment.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of printing and duplicating equipment.
  2. Knowledge of practices/procedures used in troubleshooting and repairing offset printing/duplicating equipment.
  3. Knowledge of local, state, and federal codes concerning hazardous waste disposal.
  4. Ability to learn and apply work/operating procedures.
  5. Ability to meet predetermined deadlines.
  6. Ability to interpret written and verbal instructions.
  7. Ability to read and interpret schematics (electrical, digital, wiring diagrams, etc.).
  8. Ability to distinguish color-coded wires.
  9. Ability to plan and organize work.
  10. Ability to safely move heavy objects.
  11. Ability to operate hand/power tools and electronic test equipment.
  12. Ability to work flexible hours/shifts.
  13. Ability to work in confined areas.
  14. Ability to withstand heights and perform work safely.
  15. Ability to work cooperatively with employees, vendors, and the public.
  16. Ability to recognize and report hazards and apply safe work methods.
  17. Possess physical and mental stamina commensurate with the responsibilities of the position.
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# Position Requirements

## Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.).
2. Four (4) years' experience in copying, duplicating, and printing equipment repair/maintenance; or,  
Two (2) years' experience as described above, and two (2) years' formal training (two (2) years of trade school/college coursework equivalent to an associate degree from an accredited college or university in electronics).

## Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

## Preferred Qualifications

None specified.

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## Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
  2. College transcript(s) from an accredited college or university, if applicable.
  3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV. Safe driving record. Safe driving record must be maintained for the duration of the assignment.
  5. Safe driving record.
  6. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

Clark County School District (CCSD) facilities – offices, schools (classrooms, computer labs, gymnasiums, cafeterias), etc.

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### Work Environment

#### Strength

Medium/heavy – exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-20 lbs., constantly.

#### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

#### Environmental Conditions

Varies from climate-controlled office settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

#### Hazards

Frequent electrical shock hazards, furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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### Examples of Equipment/Supplies Used to Perform Tasks

Drills, grinders, hand/power tools, screwdrivers, volt/ohm meters, pliers, oscilloscopes, soldering/de-soldering tools, logic probes, frequency counters, cleaning solvents, and specialized offset calibrating tools (latch gap, dial indicators, pressure gauges, etc.).

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 01/24/24
- Created: 08/09/91