

**RIVERSIDE UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
and its CHAPTER 506
TENTATIVE AGREEMENT
January 20, 2016**

Subject to the approval of the Riverside Unified School District Board of Education (the "District") and subject to ratification by the California School Employees Association, and its Chapter 506 ("CSEA") the parties agree to the following job description revisions.

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUSINESS MACHINES TECHNICIAN I (Range 25 28)

BASIC FUNCTION:

Under direction of **an assigned supervisor** ~~the Electronics Shop Supervisor~~, perform technical skilled-level work in the repair and servicing of office machines, ~~sewing machines~~ **marquees** and related equipment. **Train and provide assistance to end-users.**

REPRESENTATIVE DUTIES:

Perform a variety of on-site machine repairs; maintain and repair electronic typewriters, duplicators, cash registers, collators, staplers, paper stackers, ~~electrostatic copiers~~, **marquees** and other office machines. **E**

~~Maintain and repair sewing machines and special attachments such as buttonhole makers and other related devices.~~ **E**

Operate and maintain a variety of specialized equipment, hand and power tools, including gauges, service vacuums, soldering irons and electronic test equipment. **E**

~~Instruct machine operators in proper operating procedures.~~ **Train and provide work assistance to end-users. E**

Perform preventative maintenance on copiers, ~~and typewriters~~, **marquees and other business machines** according to established schedules. **E**

Maintain shop maintenance records; assist in repair parts stock inventories. **E**

Operate a motor vehicle to transport equipment for repair, discard and delivery. **E**

Set-up and configure District copiers with Network settings for scanning to email, computer or printing. E

Install and configure computers to print or scan to and from District copiers. E

Install and update software for all District electronic marquees. E

Production of District identification badges and maintenance of related equipment. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation and construction principles of **business machines such as:** electric typewriters, duplicators, cash registers, collators, staplers, paper stackers, ~~electro-mechanical and electronic~~ adding machines, and ~~calculators~~ **marquees.**

~~Thermal and electro-static copiers and other office machines.~~

~~Operation and construction principles of sewing machines and related devices.~~

Fundamentals of electricity and basic electronics.

Methods, materials and tools utilized in the maintenance of various office machines.

ABILITY TO:

~~Repair and overhaul a variety of manual and electric office machines and sewing machines.~~

Perform a variety of on-site and/or shop-based business machine and marquee repairs; maintain and repair: electronic duplicators, cash registers, collators, staplers, paper stackers, electronic copiers, and other office machines.

Repair and overhaul a wide variety of manual and electronic office machines and marquees.

Follow oral and written directions.

Maintain records.

Perform skilled maintenance work.

Operate appropriate motor ~~light and medium weight~~ vehicles.

Establish and maintain effective relationships with others.

Effectively operate a computer/laptop and commonly used job-related software programs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in office machine maintenance and repair and two years experience in office machine repair work.

LICENSES AND OTHER REQUIREMENTS:

Possess and maintain a valid and appropriate Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Driving a vehicle to conduct work.

Working at heights

PHYSICAL ABILITIES:

Seeing to maintain and repair equipment.

Dexterity of hands, wrists and fingers to operate various equipment and tools.

Hearing and speaking to exchange information.


Lift, push, pull or carry Lifting heavy objects.
Bending at the waist.
Sitting or standing for extended periods of time.
Perform heavy manual labor.
Crawling, crouching, and kneeling to conduct work.
Climb ladders safely.

HAZARDS:

Fumes from toner chemicals
Exposure to electrical power supply
Working at heights

AGREED:

For the District:



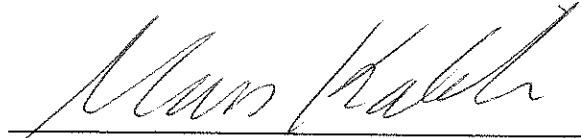
Susan J. Mills Date
Assistant Superintendent, Human Resources
Riverside Unified School District




Robin Mesa (Interim)



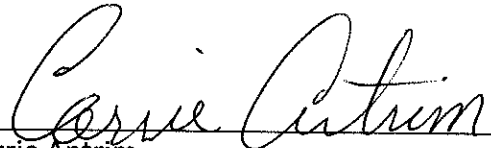
Shani Dahl



Mays Kakish

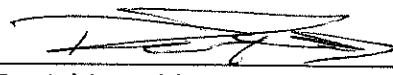


Jill Collier




Carrie Antrim

For CSEA:



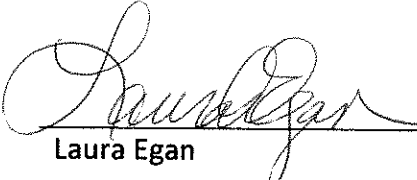
Daniel S. Rudd Date
President, CSEA Chapter 506
Riverside Unified School District



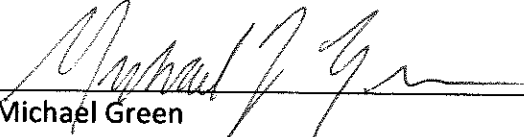
Lynn Thompson
Labor Relations Representative
CSEA



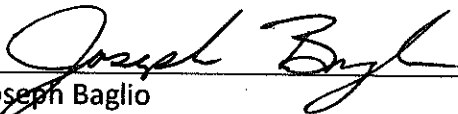
Caralyn Aldis



Laura Egan



Michael Green



Joseph Baglio



Nyna Moore