



POSITION JOB DESCRIPTION

TITLE: Apprentice Set-up Technician

DEPARTMENT: Service

REPORTS TO: Director of Service

JOB SUMMARY

- Responsible for learning to set-up, configure and repair copier equipment purchased by customers.
- Work with an experienced set-up technician in-house to ensure proper set-up and configuration of machines.

JOB QUALIFICATIONS

Education: High School Degree or equivalent education
Experience: None
Skills: Basic computer skills

JOB DUTIES

The following job responsibilities are intended to reflect the major responsibilities of the job, but do not describe the minor duties or other responsibilities that may be assigned from time to time. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. Incumbent will be required to satisfactorily perform all essential functions of the job, with *reasonable* accommodation considerations for those individuals covered under the Americans With Disabilities Act (A.D.A.)

RESPONSIBILITIES – The Apprentice Set-up Technician will receive on-the-job training by mentoring with experienced set-up technicians for 90 days or until the Apprentice has gained the required knowledge, skills and abilities to be promoted to an entry level Set-up Technician.

- Set-up new equipment
- Configure and test equipment to client specifications
- Repair equipment in-house
- Update information electronically
- Assist warehouse staff with equipment staging
- Keep a clean and orderly work environment
- Other related duties as assigned.

ESSENTIAL PHYSICAL-MENTAL FUNCTIONS AND ENVIRONMENTAL CONDITIONS

The physical-mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to sit for long periods of time, use hands to finger, handle or feel, talk and hear, stand, walk, reach with hands and arms, stoop, kneel, or crouch.
- Ability to properly lift 50 pounds and/or move 100 pounds more or less. The highest point of any lift - overhead; the lowest point of any lift - the floor.
- Ability to effectively communicate with others, both orally and in writing.
- Ability to understand, relate to, and apply concepts on a continuous basis.
- Ability to remember multiple tasks and/or assignments over long periods of time continuously.

I understand the expectations set forth for the position, and will abide by the requirements outlined above.

SIGNATURE

DATE