

**USF Job Class Description**

JOB CODE: 4300  
JOB TITLE: Office Equipment  
Technician  
JOB FUNCTION: Campus Operations  
& Services  
PAY PLAN: 23  
CAREER BAND: C  
FLSA: Non-Exempt  
Effective Date: 04/01/2007

**Job Title: Office Equipment Technician**

**Job Summary**

The Office Equipment Technician performs technical support work for users of printers and other multifunctional devices in an assigned department, college or other unit. This position assists with the installation, troubleshooting, maintenance and support.

**Nature of Work**

The Office Equipment Technician is a specialized support position requiring knowledge of computer hardware, printers, and multifunctional devices typically used in a desktop environment by end users. Some basic knowledge and troubleshooting of networks and servers may also be required. This is a non-exempt position requiring a basic knowledge that is typically obtained through work experience, vocational training, and an Associate's degree in computer technology or some combination of that training. While the duties are similar, this position is differentiated from the Information Technology Support Specialist by the type of equipment work it supports.

**Examples of Duties**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this class.

- Primarily on printers and multifunctional devices provide hardware technical assistance and support.
- Troubleshoot and resolve hardware, software and communication failures and conflicts.
- Install printer and multifunctional networked devices in departments. Maintain contact with other IT groups to enable all steps required for successful installation.
- Provide support replacing printer parts and replenishing supplies as requested.

**Minimum Qualification Requirements**

This position requires a high school diploma or equivalent with four years of experience in related positions. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

