

Federal Wage System Job Grading Standard for Office Appliance Repairing, 4806

Table of Contents

WORK COVERED	2
WORK NOT COVERED.....	2
TITLES	2
GRADE LEVELS	2
HELPER AND INTERMEDIATE JOBS	2
OFFICE APPLIANCE REPAIRER, GRADE 7.....	3
OFFICE APPLIANCE REPAIRER, GRADE 9.....	4

WORK COVERED

This standard is used to grade nonsupervisory jobs involved in the maintenance, overhaul, and repair of office machines and appliances such as typewriters, calculating and adding machines, addressing and embossing machines, cash registers, time-stamping, numbering, and checkwriting machines, and duplicating machines such as mimeographs.

Work is performed on machines and appliances which incorporate mechanical and electrical features.

WORK NOT COVERED

Jobs that are primarily responsible for the maintenance and repair of printing and reproduction equipment (presses, collating machines, folding machines, cutters, etc.). Jobs that are primarily responsible for the maintenance and repair of photographic equipment (slide, motion pictures, overhead, film-strip, and opaque projectors, etc.).

Jobs that are primarily responsible for the maintenance and repair of electronic equipment (computers, tape and disc recorders, photocopiers, etc.).

TITLES

Jobs covered by this standard are to be titled *Office Appliance Repairer*.

GRADE LEVELS

This standard does not describe all possible levels at which jobs might be established. If jobs differ substantially from the skill, knowledge, and other work requirements described in the grade levels of the standard, they may warrant grading either above or below those grades.

HELPER AND INTERMEDIATE JOBS

Jobs that are a part of a planned program of training and development for advancement to a higher grade are graded by the [Job Grading Standards for Trades Helper](#) and [Intermediate](#) Jobs. (Grade 9 in this standard is to be used as the "journey level" in applying the Intermediate Job Grading Table.)

OFFICE APPLIANCE REPAIRER, GRADE 7

General: The work at this grade involves maintaining, overhauling, and repairing various types of standard office appliances and machines such as manual typewriters, small manually and electrically operated accounting machines having limited automatic parts, duplicating machines such as mimeograph, envelope-opening and sealing machines, and addressing and embossing machines.

Grade 7 office appliance repairers receive work orders or oral instructions outlining the work to be done. They locate worn, damaged, or defective parts through visual check or operational tests. After diagnosing malfunctions, they disassemble machines, make necessary adjustments or replace defective part, clean, lubricate, and reassemble. They make final operational checks and necessary adjustments. Periodically they check machines and clean, lubricate, and adjust on-site as needed.

Skill and Knowledge: At this grade, repairers must have a knowledge of the design, basic principles, and operating characteristics of standard office machines of the types noted above. They must have the ability to identify problems and to determine what adjustments are necessary or when parts must be replaced. They must be able to disassemble, repair, reassemble, and make final adjustments and operational tests. They must be skilled in the use of common hand-tools such as pliers, wrenches, and screwdrivers. Close hand-eye coordination is necessary as well as manual dexterity in working with small parts in limited space. They must be familiar with manufacturer parts catalogs, and operating manuals in obtaining replacement parts and making repairs.

Responsibility: Grade 7 office appliance repairers receive assignments from supervisor or higher graded worker either orally or through work orders. They select tools, determine work sequence, and obtain parts necessary to complete repair. They determine extent of repairs and decide whether the machine can be repaired on-site or whether it must be taken to the shop for repair or overhaul. A higher grade worker or supervisor is available for assistance on unusual problems and to spot-check work in progress or upon completion.

Physical Effort: Grade 7 office appliance repairers handle equipment weighing up to 23 kilograms (50 pounds) while transporting office machines between offices to shop. Work normally is performed at a site where the situation permits the repairer to be seated. However, work also requires standing, walking, and bending.

Working Conditions: Grade 7 office appliance repairers normally work in well-lighted, heated, and ventilated offices and shops. They are exposed to dust, oil, and grease when cleaning and lubricating machines. There is frequent exposure to the possibility of minor cuts and bruises.

OFFICE APPLIANCE REPAIRER, GRADE 9

General: The work at this grade involves the maintenance, overhaul, and repair of a variety of makes, models, and types of office machines and appliances incorporating both electrical and mechanical features. Grade 9 office appliance repairers work from oral instructions, blueprints, and work orders. They plan and lay out work to be done, select the proper tools, and accomplish the job in accordance with appropriate methods and accepted trade practices.

Grade 9 office appliance repairers perform the full repair cycle of locating trouble, disassembly, repair, reassembly, cleaning, and adjustment on all makes and models of electric typewriters, electrically operated accounting, adding, and calculating machines, and cash registers, as well as the kinds of appliances shown at grade 7. Repairs are complicated by the variety of automatic features, the required interrelation between the electrical and mechanical operation and the necessity for more exact adjustments such as precise timing of gears, the alinement of shafts, and the adjustment of contact points and electrical motor parts. In comparison with grade 7 repairers, repairers at this level must have a knowledge of how the electrical and mechanical components work together, a knowledge of test procedures, and skill in tracing and locating trouble and correcting problems.

Skill and Knowledge: Grade 9 office appliance repairers must apply a comprehensive knowledge of the design, basic principles, and operating characteristics of a variety of appliances and machines such as electric typewriters, electrically operated accounting and calculating machines, and cash registers. They must be familiar with wiring diagrams, specifications, and schematics as well as electrical motors and a variety of electrical parts such as brushes, condensers, resistors, rheostats, and switches. They must have the ability to interpret manufacturer parts catalogs and repair manuals, to trace circuits, replace or fabricate parts and complete necessary repairs.

Grade 9 office appliance repairers use the same handtools required at grade 7 as well as a variety of power tools such as drill press, hand power drill, lathe, and grinder. When parts cannot be obtained, they must have the ability to manufacture replacements such as springs, stops, catches, studs, and bushings. In addition, they must be able to use test equipment to check out electrical circuits and components and precision measuring devices such as calipers, micrometers, and thickness gauges. They utilize electric or acetylene torches to weld or solder broken parts and to repair electrical connections.

Responsibility: At this level, the office appliance repairers receive assignments from supervisor either orally or through work orders. They interpret blueprints or wiring diagrams, determine extent and type of repair and complete assignments with little or no direction. They determine adjustments necessary to correct malfunctions, whether parts need to be replaced or whether to manufacture needed parts. Grade 9 office appliance repairers complete assignments with little or no review of completed work; at grade 7 level the work is spot-checked during progress and upon completion. Supervisory assistance is available for the solution of difficult problems.

Physical Effort: Physical effort is similar to that described at the [grade 7 level](#).

Working Conditions: In addition to the working conditions described at [grade 7](#), grade 9 office appliance repairers are subject to possible injury from use of power tools and machines and welding and soldering equipment. They are also subject to electrical shock.