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Copier/Duplicating Equipment Operator 03

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NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

I. INTRODUCTION

This position is located in

This position sets, adjusts, and operates copier/duplicating equipment.

II. DUTIES AND RESPONSIBILITIES

Sets up, operates, and adjusts automatically controlled copier/duplicators which operate in conjunction with an on-line sorter to reproduce readable copy of single or multiple-page documents in short runs.

Maintains production and supply usage records as required.

Performs daily and weekly maintenance as required.

Operates stitcher to staple collated copies.

III. FACTOR LEVELS

Factor 1 - Knowledge Required FL 1-2, 200 pts.

Knowledge and skill of established procedures to set up copier/duplicating equipment.

Knowledge of routine recordkeeping requirements of material consumption and production.

Basic skill in performing adjustments to the equipment to compensate for varying levels of quality of original material to be produced.

Skill to clear material jams as they occur and perform routine operator maintenance such as cleaning, oiling, and lubricating the equipment.

Factor 2 - Supervisory Controls FL 2-2, 125 pts.

Assignments are made by the supervisor in the form of approved copy requests. The copy request indicates what is to be done in terms of quantity, rate of reduction, one or two sided copy, etc.

The operator performs assignments independently and resolves routine operating problems. The supervisor is available for assistance should unusual situations or operating problems arise.

The finished work is spot checked for compliance with the copy request and evaluated in terms of quality and timeliness by the supervisor.

Factor 3 - Guidelines FL 3-1, 25 pts.

Guidelines consist of approved requests for copy service, equipment manufacturers' operating manuals, and standard operating procedures. The guidelines are detailed, complete, and apply to most aspects of work

performed by employee. Work is performed in strict adherence to the guidelines. Deviations must be authorized by the supervisor.

Factor 4 - Complexity FL 4-1, 25 pts.

Work consists of operating various brands/models of automated copier/duplicating equipment to reproduce readable copies of letters, memorandums, etc. The operator performs settings on the equipment according to the work order, (e.g., quantity, rate of reduction, color of paper, sets or stacks). Originals to be copied are arranged by the operator according to job requirements, (i.e., one or two sided copying). The work is clear-cut, relates directly to the equipment settings and the sequence of the originals to be copied.

Factor 5 - Scope and Effect FL 5-1, 25 pts.

The purpose of the work is to provide administrative support reproduction service which facilitates the work of others in various offices in the organization. The work does not affect the accuracy or reliability of the subject matter or other work processes performed in the organizations serviced by the copy center.

Factor 6 - Personal Contacts FL 6-1, 10 pts.

Personal contacts are generally limited to co-workers and employees within the immediate work unit.

Factor 7 - Purpose of Contacts FL 7-1, 20 pts.

Contacts are for the purpose of exchanging information directly relating to the work.

Factor 8 - Physical Demands FL 8-2, 20 pts

Work requires recurring lifting of moderately heavy (under 50 pounds) items such as boxes of paper stock, inks, and other supplies and continuous standing, stooping, and bending during operation and adjustment of equipment.

Factor 9 - Work Environment FL 9-2, 20 pts.

Work is performed in well-lighted, ventilated, and heated/air-conditioned office setting. Operator is continually exposed to risks and discomforts such as paper dust, machine grease, toner, ink, and solvents. Special safety precautions must be observed to prevent injury during operation and maintenance of equipment.

TOTAL = 470 points

This position is non-exempt from coverage under the Fair Labor Standards Act.

IV. UNIQUE POSITION REQUIREMENTS

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