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## Copier/Duplicating Equipment Operator 04

### **GS-0350-04**

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.

Diagnoses equipment malfunctions, operating problems, and performs corrective adjustments as necessary.

Reviews material brought in for duplication and directs users to appropriate machine based on type, quality, and size of material to be duplicated.

Trains users to properly operate various types of machines to ensure cost effectiveness through paper reduction.

Reviews work requests for duplication in accordance with agency guidelines to determine if the work can be performed in the copy center.

Performs routine machine maintenance such as daily cleanup, lubrication, replenishing levels of ink, developer, toner, etc.

#### **III. FACTOR LEVELS**

Factor 1 - Knowledge Required FL 1-3, 350 pts.

Thorough knowledge and skill of the setup, adjustment, and operating procedures for an automatically controlled copier/duplicator and an on-line automatically controlled sorter.

Knowledge and skill to diagnose equipment malfunctions and operating problems to perform corrective adjustments. Adjustments are usually due to improperly loaded paper trays, incorrect amounts or types of toner and developer, paper jams, etc.

Knowledge and skill of basic operating procedures for a copying machine.

Skill in performing routine maintenance tasks, such as clearing jams, cleaning machines, and adding paper and toner when necessary.

Must have a general technical knowledge of machine to explain basic maintenance problems to service representative.

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 3-2, 125 pts.

Written guidelines consist of agency directives, copy center operating procedures, and equipment manufacturers' operating manuals. Written and oral guidelines are specific and require little interpretation. Copy center operating procedures determine the most effective means of reproduction in terms of quantity and cost per copy reproduced on a particular machine, and identify the type of work which may be reproduced in the "copy center". The incumbent is required to exercise a degree of judgment in determining the appropriate guideline for a particular situation or operating problem. Situations not specifically within the existing guidelines are referred to the supervisor.

Factor 4 - Complexity FL 4-2, 75 pts.

Work consists of operating various brands/models of automated copier/duplicating equipment to reproduce readable copies of letters, memorandums, etc. The work does not require close registration, multiple colors, or halftones. The equipment setup and adjustment is performed after the operator has considered the quality, background color, and size of the document to be duplicated. The incumbent sets the controls and feeds an original document(s) into a copier/ duplicator for duplication of required copies, which are automatically sorted if assembly is required. The specifics of the work such as the number of copies, size, or color of paper have been determined by the office requesting the service.

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 6-2, 25 pts.

Contacts are with employees in various organizational units within the agency serviced by the copy center.

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 a 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 = 785 POINTS

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

#### **IV. UNIQUE POSITION REQUIREMENTS**

(Last Updated: November 4, 1994)

