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Duplicating Equipment Operator 03

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I. INTRODUCTION

This position is located in

This position operates duplicating equipment.

II. DUTIES AND RESPONSIBILITIES

Following specific instructions and assistance, sets up, operates and adjusts offset duplicating equipment (maximum sheet size 11 x 17 inches), photographic image maker (plate making equipment), power operated cutting equipment, and binding equipment.

Assists in diagnosing equipment malfunctions, operating problems, and performs corrective adjustments as necessary.

Assists in performing routine operator maintenance such as daily clean up, lubrication, changing blankets and wicks, checking and replenishing levels of ink, developer, etc.

Assists in reviewing work requests to determine if the work can be performed according to established guidelines, capabilities, and capacities in the duplicating area.

Receives instruction in the proper procedures for maintaining production control records for equipment operated.

III. FACTOR LEVELS

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

Basic knowledge and skill of the standard set up, adjustment, and operation of lithographic duplicating equipment, photographic image maker equipment, power operated cutting equipment, stitcher equipment and binding equipment in order to set up, adjust and operate equipment.

Basic knowledge and skill to perform routine operator maintenance including lubrication, checking developer levels, checking and replenishing rinse and activator fluids, and replacement of springs, light sources, etc.

Factor 2 - Supervisory Controls FL 2-1, 25 pts.

The supervisor provides specific and detailed instructions regarding work assignments, deadlines and priorities. New jobs are explained in detail and written procedures or verbal instructions are provided. As employee gains knowledge, may perform independently on routine assignments. The supervisor provides specific guidance when operating problems or unusual situations occur. Work is reviewed in progress for compliance to standards.

Factor 3 - Guidelines FL 3-2, 125 pts

Written guidelines consist of equipment manufacturers' operating manuals, supply manuals, agency procedures, and printing services requests. The service request specifies required delivery date, number of copies, paper

stock (color, kind, weight), ink color, finished page size, print copy, binding, punching, padding, copy distribution, etc. Some judgment is required in selecting and applying the most appropriate guidelines to a range of operating problems and procedures. Situations not covered by the guidelines are referred to the supervisor.

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

Work consists of operating offset duplicating equipment, electrostatic and photographic image maker equipment, power operated cutting equipment, and binding equipment to reproduce printed copies. The work consists of learning several related steps and processes in the set up, operation, adjustment, and routine maintenance of a variety of processing machines. The proper set up and adjustment of the machinery requires the employee to learn to consider several apparent factors such as the work to be processed, the machinery to be utilized and the differences in equipment set ups for similar jobs. The variety of equipment set up is limited by the stage of development of the employee, machine, and the type of material being processed.

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

The purpose of the work is to provide reproduction service. Performance affects the quality and timeliness of the service to users.

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

Contacts are primarily with the supervisor and co-workers.

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

Contacts are typically for the purpose of obtaining and/or clarifying reproduction requests.

Factor 8 - Physical Demands FL 8-3, 50 pts.

Must be able to work in a standing position for extended periods of time. Work requires substantial bending, stooping, pushing of carts, bins, etc. and walking as well as lifting heavy (up to 125 lbs.) boxes or packages.

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

Work is performed in an equipment operating environment. The work usually involves moderate risks and discomforts which require special safety precautions while operating and working around the equipment, e.g., paper cuts, grease, paper dust, machine noise, chemical odors, and subdued and strobe lighting.

TOTAL = 500 points

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

IV. UNIQUE POSITION REQUIREMENTS

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