



**U.S. DEPARTMENT of COMMERCE**  
Office of Human Resources Management

*Office of the Secretary*

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## Lead Duplicating Equipment Operator 05

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### GS-0350-05

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

The incumbent performs and leads employees in operating duplicating equipment.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

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.

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

Performs operator maintenance such as daily clean up, lubrication, changing blankets and wicks, checking and replenishing levels of ink, developer, etc. Reviews work requests to determine if the work can be performed according to established guidelines, capabilities, and capacities in the duplicating area.

Maintains production control records for equipment operated.

In addition to performing the above specified duties, the employee is responsible for leading the work of three or more GS-0350-04 employees. Leader duties include distributing and balancing the workloads; keeping in touch with the status and progress of the work; estimating and reporting on expected time of completion of the work; providing instructions to other employees; providing on-the-job training to new employees; reviewing work.

#### III. FACTOR LEVELS

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

Thorough knowledge and skill of the set up, adjustment, and operation of lithographic offset duplicating equipment, photographic image maker equipment, power operated cutting equipment, and binding equipment.

Knowledge and skill to diagnose equipment malfunction and operating problems and perform corrective adjustments as necessary.

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 2-2, 125 pts.

The supervisor provides deadlines and priorities of assignments. The operator performs assignments independently and resolves minor problems using judgment in correcting machine adjustments for quality and

variations in the work. Unfamiliar situations or equipment problems are referred to the supervisor for resolution.

The supervisor occasionally spot-checks completed work; however, the nature of the work entails a continuous review of the completed work by the user of the service in terms of timeliness and readability. Unfamiliar situations or situations not covered by instructions are referred to the supervisor.

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 4-2, 75 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 equipment set up, operation and adjustment is performed after the operator has considered the quality, background color, document size, and document paper weight. The operator sets the controls to correct exposure time, reduction or enlargement percentage, number of exposures, lens aperture setting, and light sources positions on a Dual Platemaker. The offset duplicating plate is then manually chemically treated and manually attached to an offset duplicating press. The employee determines the corrective action to be taken after considering the problem, type of equipment, possible causes, and past experience in operating such equipment.

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 = 800 points

(Since this is a lead position, the grade level is one above the highest level led.)

FINAL GRADE = GS 0350-05

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

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

(Last Updated: November 4, 1994)

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