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## Lead Peripheral Equipment Operator 04

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### 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

The incumbent performs and leads employees in setting up, operating, adjusting, and monitoring peripheral devices and systems.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Sets up, operates and monitors peripheral equipment, including tape drives, auto-load tape units, high speed printers, a xerographic printer, micrographic processor, graphic plotters, bar-code scanners, etc.

Mounts and dismounts tapes and monitors panel lights during machine operations.

Visually checks tapes for obvious defects which would cause an error situation such as a creased magnetic tape, etc.

May file and retrieve tapes.

Maintains equipment logs and records. Performs routine equipment preventative maintenance such as cleaning, vacuuming, etc.

In addition to performing the above specified duties, the employee is responsible for leading the work of three or more GS-0350-03 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 1-2, 200 pts.

Work requires skill to set up, adjust, operate and knowledge of procedures necessary to operate peripheral equipment such as tape drive units, impact and xerographic printers, tape-to-print converters, and bar code scanners.

Skill to clean tape contact points in tape drive units and clear material jams in the equipment.

Knowledge to identify faulty material which may cause an error condition.

Knowledge and skill to take corrective action when simple error conditions occur in the equipment.

Ability to maintain various equipment logs and records to record machine time, downtime or any other monitoring of the equipment being used desired by management.

Knowledge of and ability to carry out preventative maintenance (cleaning, vacuuming, etc.) of equipment.

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

Assignments are repetitive and allow the operator to become thoroughly familiar with operating characteristics of the various peripheral devices. The operator works independently but there are senior operators or a supervisor available for assistance with unfamiliar conditions and operational problems. Completed work and work in progress is reviewed for acceptability.

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

Guides consist of written operational and clerical instructions, verbal assistance and agency regulations and standards. The guides are specific and normally cover most situations. Situations to which guidelines do not apply are referred to the supervisor.

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

Work involves performing a variety of related tasks necessary in the operation of equipment. This includes preparing control and transmittal records, counting and sorting documents, operating or assisting in the operation of peripheral equipment; mounting, removing, labeling and forwarding of tapes to computer room. Variety requires incumbent to identify necessary steps involved in each process. 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 operation of the equipment facilitates the work of others within the organization and contributes to the overall effectiveness of the operation. Performance of the work affects the quality and timeliness of the service.

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

Contacts are primarily with co-workers in the immediate and support units and immediate supervisor.

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

Contacts are for the exchange of information regarding the work. Typically, the incumbent is seeking specific instructions not covered in the guidelines.

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

Incumbent required to stand six to eight hours daily while operating and observing the equipment and/or sitting at a desk for long periods. The work requires frequent bending, stooping and walking, carrying items such as magnetic tapes, trays of forms, reports, paper, etc. Bins of work are pushed to other locations.

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

The work is performed in a light industrial setting or computer environment, with moderate risks and discomforts such as high noise levels, unusually cool climate, and exposure to inks, chemicals, toner and paper dust. More care required to avoid accidents than needed in the usual office environment.

TOTAL = 520 points

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

FINAL GRADE = GS 0350-04

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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