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## Microfilm 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

This position operates microfilm equipment to produce acceptable products and/or timely services.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Sets up and operates a variety of microfilm equipment, normally the most complex equipment.

Sets up equipment for correct reduction, spacing, alignment, adjustment of speed, mechanical machine settings, light settings, and resolution of quality specifications on filmed materials.

Performs various quality control checks, tests, and adjustments to ensure an acceptable level of quality in the processed and/or duplicated microfilm.

Inspects light density of film and makes preliminary light intensity adjustments.

Performs operator maintenance using manufacturer's handbooks, operating specifications and acquired technical knowledge.

Performs complicated machine maintenance, carefully disassembling delicate machine components. Cleans and lubricates components and parts. Reassembles machine parts and components, and replenishes chemicals.

Maintains required production and control records.

#### III. FACTOR LEVELS

Factor 1 - Knowledge Required FL 1-4, 550 pts.

Thorough knowledge and technical skill in the set up, operation, adjustment and maintenance procedures of specialized microfilm equipment.

Thorough knowledge of film processing in order to resolve quality control problems.

Technical knowledge of the practices and procedures relative to chemical formulas and film resolution.

Knowledge of agency microfilm regulations, standards of tolerance, and record keeping requirements.

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

Assignments are made by the supervisor. All aspects of the assignment are clearly defined by the supervisor or lead. The operator performs routine assignments on an independent basis and has limited authority to make technical decisions affecting production quality. Unusual operating problems are referred to the supervisor for action. Work is reviewed by the supervisor on a spot-check basis in terms of compliance with the agency microfilming standards.

Factor 3 - Guidelines FL 3-2, 125 pts.

Guidelines consist of equipment manufacturers' operating handbooks, agency microfilming standards and specifications, and established operating procedures within the section. The operator uses judgment in selecting the appropriate guideline(s) to perform a specific type of adjustment, repair, etc. The operator may not deviate from the guidelines.

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

The operator prepares documents for microfilming and makes identifying targets to permit subsequent retrieval of information by users. Sets up and operates various automatically controlled microfilming cameras, a film processor, and related equipment to microfilm and process film in accordance with guidelines and user's requested format. Standard quality control tests and checks are performed at various points during microfilming process. The set up and operating procedure is determined by the operator after consideration of the quality of the original material to be microfilmed, rate of reduction, and format requested. Variations in the work may occur due to mixed quality of the original documents, new procedures, or changes in the format required by the user.

Factor 5 - Scope and Effect FL 5-2, 75 pts.

The work provides microfilm services to various users, inside and outside the immediate organization. The quality and timeliness of the finished product affects further processes.

Factor 6 - Personal Contacts FL 6-2, 25 pts.

Contacts are primarily with co-workers and microfilm users. In addition, contacts may occur with material suppliers and equipment manufacturers' technical representatives on a less frequent basis. All contacts take place in the employee's workplace.

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

Contacts serve to provide and clarify work instructions, resolve maintenance problems, obtain and/or report factual information relating to the work.

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

The work requires some physical exertion such as extended periods of standing, frequent bending, reaching, stooping, or similar activities necessary to set up, operate, adjust, and monitor the operation of the equipment. The employee lifts, on a recurring basis, a variety of moderately heavy materials and supplies such as boxes of chemicals, record boxes, boxes of cards and envelopes, cartons of film: occasionally the employee may be required to lift heavy (over 50 lbs) items, such as large stacks of paper stock. Work requires incumbent to push bins, carts or use a hand-truck when necessary.

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

The work involves moderate risks and/or discomforts such as a high level of noise: excessively bright or strobe lights; paper dust; ink; solvents; lubricants; chemicals and chemical fumes; working around equipment in operation. Special safety precautions are required.

TOTAL = 1035 points

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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