Job Title: Duplication Equipment Operator

Range: 27

Date Revised: Date Approved: April 8, 2003

PRIMARY PURPOSE

Under the direction of the Production Center Supervisor, operate a variety of duplication equipment to reproduce various instructional, classroom, and other materials.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1. Operate a variety of duplication and related equipment such as high-speed copiers, collator, jogger, folder, and bindery equipment to reproduce instructional and classroom materials including tests, handouts, syllabi, flyers, programs, certificates, and other materials.

2. Maintain, regulate and adjust duplication equipment as necessary; adjust paper feed and guides for different weights and sizes of stock; maintain appropriate chemical balance to assure quality printing.

3. Perform minor repairs on equipment and arrange for major repairs as necessary.

4. Maintain records of incoming work orders and prioritize requests.

5. Assemble, collate, and staple reproduced materials as necessary to prepare for distribution.

6. Conduct inventory, restock shelves, and report supply needs; maintain stock to assure adequate supply of paper, toner, and other related materials.

7. Maintain Production Center and equipment in a clean and orderly condition.

8. Maintain routine records of completed work orders.

9. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

10. Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Duplication Equipment Operator maintains frequent contact with various departments, staff, and outside vendors.
EDUCATION AND EXPERIENCE

High school diploma or equivalent
Training or experience in a Production Center environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of operation and maintenance of a variety of duplicating machines and related equipment
Knowledge of methods and procedures of routine maintenance and minor repair of duplication equipment and machines
Knowledge of supplies used in duplication work
Knowledge of general bindery procedures and operation of related equipment
Knowledge of basic record-keeping techniques
Knowledge of technical aspects of field of specialty
Knowledge of interpersonal skills using tact, patience and courtesy
Ability to set up and operate a variety of copiers with speed and accuracy
Ability to maintain equipment in proper working condition and perform minor repairs
Ability to maintain routine records
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to establish and maintain cooperative and effective working relationships with others
Ability to plan and organize work
Ability to work independently with little direction
Ability to communicate effectively, both orally and in writing

SPECIAL REQUIREMENTS

WORKING CONDITIONS
Production Center environment, subject to lifting (up to 50 pounds unassisted); subject to noise from equipment and fumes from chemicals; subject to constant noise and long periods of standing.