

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
11.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

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

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EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED

Training or experience in a Production Center environment.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational 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.
