

SENIOR DUPLICATING MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: The work of this position, while under general supervision, is responsible for overseeing the duplication of a variety of forms, publications, and other similar material on a variety of duplicating machines. The position is distinguished from Duplicating Machine Operator by the additional skill necessary to perform more difficult assignments and by the added supervisory responsibilities. Supervision is exercised over the work of Duplicating Machine Operators and may be exercised over Couriers. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Operates duplicating machines in producing a variety of forms, publications and other manuscript materials;
Ensures the proper operation and appropriate safety procedures of machines in the duplicating center;
Plans, organizes and supervises the work activities of subordinate employees;
Assists in planning and formulating policies and procedures for the unit;
Oversees employees to make sure that each machine is set up and adjusted for each job;
Arranges for periodic maintenance and repair;
Reviews print requests and determines both cost estimates and price quotes;
Operates all bindery equipment;
Orders, receives and stores stock and maintains the adequate level in anticipation of need;
Trains Duplicating Machine Operators on the unit's various machines;
Submits recommendations for the yearly operating budget;
May deliver materials between departments and other agencies;
May perform various mailroom and/or courier duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Skill in the use of computers including software such as Microsoft Office Suite, and Adobe products;
Thorough knowledge of the operation of duplicating machines;
Thorough knowledge of safety procedures in the unit;
Good knowledge of related machines such as collators, binders, paper cutters, folders, and inserters;
Good knowledge of office terminology, practices and procedures;

Ability to understand and follow moderately complex oral and written directions;

Ability to plan, direct, and supervise the work of subordinate employees;

Ability to make arithmetic computations involving fractions, decimals and percentages;

Ability to get along well with others;

Ability to operate a personal computer;

Ability to lift and carry moderately heavy loads;

Mechanical aptitude;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and two years' experience in the operation of duplicating machines including the use of Microsoft Office Suite, one year which should have been in a supervisory capacity;

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT: Possession of a valid appropriate level Motor Vehicle Operator's License.