DUPLICATING EQUIPMENT OPERATOR

JOB SUMMARY
Under general supervision, assist in operating the high speed copiers and other duplicating machines used in the reproduction of varied typewritten and/or handwritten materials. Operate other equipment such as paper cutter, binder, folder, perforator, and collator. May assemble and staple reproduced materials.

TYPICAL DUTIES
Operate print shop equipment in the production of materials such as bulletins, charts, drawings, graphs, booklets, school forms, letters, and instructional material. Perform duties such as assembling, stapling, folding, trimming, binding, counting and padding of reproduced materials. Operate supplemental equipment such as cutters, stitchers, collators, binders, and related equipment. Clean and maintain material reproduction center equipment; make minor adjustments to machine and maintain equipment in good working condition. Maintain quality control by spot checking job for completeness and accuracy. Maintain duplicating master files and assist with other necessary record keeping. Perform other related duties as assigned.

JOB REQUIREMENTS
Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and demonstrated experience in operating high speed copiers and related reproduction equipment.

Knowledge of:
Modern methods, techniques, and procedures of high speed printing techniques. Operation, techniques, adjustments, and maintenance of copiers and related equipment. Various supplemental equipment used in binding and assembling. Safe working methods and procedures.

Ability to:
Skillfully set up and operate reproduction equipment with speed, accuracy, and precision. Make minor adjustments to duplicating machines and subsidiary equipment and maintain equipment in good working condition. Assist in the maintenance of records and files concerning material reproduction masters and other related matters. Work under pressure to meet scheduled deadlines. Understand and follow oral and written instructions. Lift, carry, and move moderately heavy supplies.

PHYSICAL ABILITY
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

WORKING CONDITIONS
Constant exposure to fumes from chemicals used in a print shop. Constant machine noise. Extended periods of standing.