

SENIOR PHOTOCOPY MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving responsibility for the efficient operation of high volume duplicating equipment. An incumbent of this class reviews, prioritizes and processes requests for copying and binding jobs from user departments, performing a variety of key operator maintenance tasks as necessary. The work is distinguished from Photocopy Machine Operator as it involves higher-level responsibilities involving composition and lay-out and obtaining quotations. General supervision is received from a senior level staff member. Supervision is exercised over the work of other Print Shop personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Programs, operates, and maintains high speed and color copiers to complete jobs as requested from various departments;
Completes finishing work on jobs to include hydraulic paper cutter, folding machine, digital color press, and glue binder;
Composes and is responsible for designing lay-outs;
Initiates and assigns all requests for printing/copying jobs;
Reviews print requisitions for potential problems and discusses with customers and makes appropriate recommendations;
Obtains quotations from vendors;
Produces price quotes to departments for specific jobs as requested;
Orders and tracks envelope requests for users from outside vendor;
Initiates orders to outside vendor for jobs not completed in house;
Orders and maintains proper inventory of paper and supplies;
Notifies vendor in case of mechanical breakdown;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation and application of high volume photocopying equipment; working knowledge of maintenance of photocopying equipment; working knowledge of composition and lay-outs; working knowledge in obtaining quotations; ability to perform key operator maintenance tasks on high volume photocopying equipment; ability to recognize potential problems with job requests and make appropriate recommendations; ability to prioritize work and meet established deadlines; ability to compute charges for duplicating jobs; ability to maintain simple log of completed jobs; ability to maintain inventory; ability to establish and maintain effective working relationships with others; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of a high school equivalency diploma and three years full - time paid experience in the operation of high volume photocopying equipment.

APPROVED: AUGUST 6, 2014

CIVIL SERVICE CLASSIFICATION: COMPETITIVE