Jurisdictional Class: Competitive
Adopted: January 1, 2003
Revised: July 30, 2010

SENIOR PHOTOCOPY MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory technical position involving responsibility for the smooth and efficient operation of high volume duplicating equipment and assisting in overseeing the daily operation of Central Stores. 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. This position requires the daily operation of a computer for data entry and assists all departments with questions and troubleshooting when entering information regarding copying requests or ordering of supplies. General supervision is received from the Purchasing Agent with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over subordinate personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Receives, reviews, processes, and assigns work orders retrieved from the computer system from various departments for copying and supplies;

Discusses potential problems of requested jobs or orders with user departments and makes appropriate recommendations and corrections into the computer system;

Oversees the maintenance of the computerized inventory system making any updates, changes, or corrections directly into the system;

Supervises employees in the performance of their duties and assists and advises them as necessary;

Operates high volume photocopying equipment, acting as key operator as necessary, in the completion of all copying and special printing requests;

Replenishes toner and paper trays in machines and performs minor maintenance on machines;

Notifies vendors in case of mechanical breakdown and insures that all maintenance and repairs have been completed;

Operates automatic stapler, performing light maintenance tasks as necessary;

May assist in the pricing of each job based on costs established by Purchasing Department;

Assists personnel in proper use of photocopiers;

Responds to phone inquiries from various departments and provides information concerning job feasibility;

Maintains simple log of completed jobs;

Presorts mail and performs mailroom duties including data entry into mailing machine and loading in upgrades;

Keeps updated on US Postal Service regulation procedure policy changes and insures proper implementation in the department;

Keeps Purchasing Agent informed on the status of equipment operation, department requests, postage updates, and manufacturer equipment updates;

Is responsible for the daily mailings and UPS items as well as yearly taxes and other large volume mailings;

Supervises yearly inventory of supplies, keeping track of quantity on hand and approximate monetary value.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:
Thorough knowledge of the operation and application of high volume photocopying equipment and good knowledge of maintenance of such equipment;
Working knowledge of the operation and maintenance of automatic stapler;
Ability to perform key operator maintenance tasks on high volume photocopying equipment;
Ability to operate a computer and accuracy in data entry;
Ability to plan and supervise the work of others;
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 computerized inventory system;
Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in the operation of high volume photocopying equipment.