



## UNION JOB DESCRIPTION

### TITLE: Mailroom Machine Operator – Offset Duplicator

#### DEFINITION:

Performs routine tasks operating offset duplicating machines capable of volume printing of text or line copy of one or more colors of typed, handwritten, printed or photographic material. Operates lithographic presses and systems duplicators a majority of the time, as well as may perform photocopying, laser printing and/or bindery related work for a smaller portion of time.

#### DISTINGUISHING CHARACTERISTICS:

This position requires knowledge and/or skill with pay starting at Level II progressing to Level III. This position may include involvement in planning, scheduling, estimating, ordering supplies and providing input on the introduction of new machinery and production related advancements. This is a bid classification subject to CBA articles 6.2.5 and 6.2.7 where the District will select the successful candidate based on ability and personal qualifications.

#### BASIC RESPONSIBILITIES:

1. Sets up and operates offset duplicating machine, high speed copier and laser printer to reproduce forms memoranda, letterheads, customer bills, manuals, pamphlets, and other materials in one or more colors.
2. Prepares graphics and final layouts of material to be duplicated. This may be accomplished with the use of PCs and Desk Top Publishing methods.
3. Prepares paper or metal master plates; operates photo offset camera equipment and exposure frame in making negatives or direct image masters.
4. Processes master plates for filing; keeps files in order.
5. Cleans, oils, adjusts and perform minor maintenance of offset and other types of duplicating machines and photographic plate making equipment.
6. Cuts bulk paper with power cutter; trims paper; punches holes with power drills.
7. Operates a collator; assembles, pads, and glues forms.

#### OTHER RESPONSIBILITIES:

1. Performs relief duties of other mailroom machine operators and mail specialists as necessary.
2. Performs other related duties as assigned.

#### MINIMUM QUALIFICATIONS:

Knowledge of:

- Plate preparation and layout work.
- Grades, weights, and kinds of paper.
- Inks and chemicals used in duplicating machine work.
- Customer relations and phone techniques and skills.
- Related equipment including laser printers, photocopier, etc.

Ability to:

- Operate offset duplicating machine capable of volume reproduction of typed, handwritten and photographic material.
- Operate photo offset camera, power paper cutter, and related equipment.
- Meet deadlines and production requirements.

MINIMUM QUALIFICATIONS: (continued)

Ability to: (continued)

- Follow written and oral instructions.
- Use computer and related software.
- Lift and move up to 55 lbs. on a daily basis. (Demonstrated)
- Interact and communicate effectively with co-workers, vendors and outside agencies as necessary to complete assignments. (Demonstrated)

Education/Experience:

These abilities and knowledge are usually obtained through:

- Completion of one year in offset press or offset duplicating classes at a vocational school or community college.
- One year of experience operating offset duplicating machines and associated equipment.

OR

- Two years experience operating offset duplicating machines and associated equipment.

License, Certification and/or Testing:

- Successful completion of an interview process.
- Valid Washington State Driver's License.
- Successful demonstration of ability to lift and move 55 lbs.

PREFERRED QUALIFICATIONS:

- Knowledge of computer programs related to desk top publishing.

WORKING CONDITIONS:

- Work is performed primarily in an office environment.
- Travel is required to meetings and other locations in all types of weather conditions.
- Incumbents may be exposed to loud noises caused by machines in the print shop and to various chemicals related to printing and reproduction.
- Incumbents, on a daily basis must be able to lift, carry and move up to 55 lbs. and load and unload items out of District vehicles.