



## UNION JOB DESCRIPTION

### **TITLE: Mailroom Machine Operator - Level 2 Offset Press Operator/Inserter Operator**

#### 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 may include involvement in planning, scheduling, estimating, ordering supplies and providing input on the introduction of new machinery and production related advancements.

#### 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. Cleans, oils, adjusts and perform minor maintenance of offset and other types of duplicating machines and photographic plate making equipment.
3. Cuts bulk paper with power cutter; trims paper; punches holes with power drills.
4. Operates a collator; assembles, pads, and glues forms.
5. Programs machine to insert bills, envelopes, inserts, comment cards and any other printed matter which may need to be inserted for mailing.
6. Sets up and operates postage meter to stamp postage and current date on outgoing bills. Sets up and monitors laser printer to produce customer bills.
7. Operates sheet feeder and folder to produce finished materials for inserter.
8. Cleans, oils, adjusts and performs minor maintenance of inserter machine and folder.
9. Sorts, trays and delivers bills to the post office.
10. Restocks supplies on a daily basis.
11. Provides input with maintaining standards of inserted material.
12. This position may include ordering, stocking and maintaining inventory of supplies on a monthly/yearly basis.
13. Warehouse duties as needed.

#### 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:

- 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 power paper cutter and folder.
- Meet deadlines and production requirements
- 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.
- Take necessary Forklift Training to safely move material and unload trucks as necessary.

Education/Experience:

These abilities and knowledge are usually obtained through:

- Two (2) 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.