

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Duplicating/Bindery Equipment Operator

Class Code: 21021

Pay Grade: GC

A. Purpose:

Operates duplicating machines and bindery equipment to complete projects.

B. Distinguishing Feature:

Duplicating/Bindery Equipment Operators set up and operate duplicating and binding equipment. Print Shop Technicians operate the complex printing and duplicating equipment that requires setting several controls to obtain the appropriate printed image, and they produce printing plates.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Receives, reviews, and completes job tickets to prioritize jobs and to ensure billing data is collected.
 - a. Determines materials needed.
 - b. Documents type of work done, production materials used, and time spent.
 - c. Submits production documentation to supervisor.
 - d. Reports to supervisor the need for additional supplies.
2. Serves the public to ensure proper support is provided to customers.
 - a. Explains unit duplication support capabilities.
 - b. Sells printed products and maintains a cash receipt book.
 - c. Contacts requesters to inquire about the job order instructions or to inform requesters to pick up finished product.
3. Operates duplicating machines to produce black and white or color printed material according to requests.
 - a. Programs duplicating machine for the particular job to be run.
 - b. Adjusts duplicating machine for paper size.
 - c. Cuts paper to the desired size.
 - d. Loads paper and maintains paper stocks.
 - e. Runs a sample.
 - f. Reduces paper jams.
 - g. Ensures quality and proper number of copies.
 - h. Pushes the appropriate buttons for adjustments.
 - i. Moves the duplicated materials to the next phase of completion.
4. Operates equipment such as a collator, a burster, an envelope feeder, a folder, a tabber, a stitcher, a die cutter, and a labeling machine to ensure the product is prepared as requested.
5. Operates bindery equipment to prepare the product according to requests.
 - a. Punches or drills holes in paper.
 - b. Staples paper together.
 - c. Applies binding with a comb binding or a velo binding machine.
 - d. Applies padding compound to forms and paper pads.

- e. Hand inserts copied or printed materials with other materials and collates.
6. Performs preventative maintenance services on duplicating machines and bindery equipment to ensure their operational readiness.
 - a. Cleans equipment as needed.
 - b. Makes minor adjustments.
 - c. Calls a repairman for other repairs and services.
7. Processes certified, registered, insured, UPS, and Federal express mail by ensuring information is obtained for proper distribution and mailing.
 - a. Receives mail and signs for incoming certified, registered, insured, and express mail.
 - b. Distributes mail to mail boxes and puts package notices in mail boxes.
 - c. Completes certified, registered, insured, and express mail slips for customers.
 - d. Weighs letters and packages.
 - e. Applies postage to letters, flats, and packages.
8. Performs other work as assigned.

D. Reporting Relationships:

Reports to a supervisor. Does not supervise but may provide work direction to others.

E. Challenges and Problems:

Challenges include malfunctioning duplicating or binding equipment. This is challenging because the work on all projects may be delayed until a work around can be organized or the equipment repaired.

A typical problem is paper quality.

F. Decision-making Authority:

Decisions include determining priority of projects according to dates on the job tickets, equipment settings, when to inform a supervisor about the need for more supplies, to what location or state office building the mail needs to be sorted, and when to call a repairman to fix or service equipment.

Decisions referred include whether to do rush jobs, when and where help is needed, what job requests need to be sent to another facility, and when and whether to order parts for the machines.

G. Contact with Others:

Daily contact with the supervisor to review work priorities; with internal staff about work flow; with faculty and print shop customers regarding duplicating jobs; and occasional contact with repairmen to work out problems with machine.

H. Working Conditions:

Works in an environment of constant noise; with machines that have fast moving parts that can catch fingers, clothing or hair; is exposed to chemical fumes and odors used with reproduction

and printing equipment; and must lift and carry cases of paper weighing between 45 to 70 pounds.

I. Knowledge, Skills and Abilities:

Knowledge of:

- basic duplicating and simple bindery equipment.

Ability to:

- work effectively with others;
- understand and follow;
- maintain records;
- review and comprehend job tickets;
- interpret and follow United States Postal Services regulations and provide information to customers about United States Postal Services regulations content;
- operate duplication, bindery, and associated equipment;
- lift up to 70 pounds;
- deal courteously with customers.